

Assignments, Details, and Transfers

Enlisted Assignment and Utilization Management

History. This regulation was originally published on 31 October 1997. This printing publishes Change 1.

Summary. This regulation defines a major change to paragraph 8-14, qualification criteria to allow incorporation of background screening criteria.

Suggested improvements. The proponent agency of the regulation is the Deputy Chief of Staff for Personnel. Users are invited to send comments to Commander, U.S. Total Army Personnel Command (TAPC-EPC-O), 2461 Eisenhower Avenue, Alexandria, VA 22331-0455.

1. AR 614-200, 31 October 1997, is changed as follows:

Cover page 2. Add the Summary of Change item as follows:

This Change 1--

- Requires drill sergeant candidates to fill out DA Form 7424, Sensitive Duty Assignment Eligibility Questionnaire (chap 8).

Page 34. Subparagraph e is added to paragraph 8-14.

e. During initial orientation at the Drill Sergeant School, drill sergeant candidates will be asked to fill out DA Form 7424, Sensitive Duty Assignment Eligibility Questionnaire indicating whether they have been arrested, apprehended, or investigated for any Type I or Type II Reports of Unfavorable Information within the previous 12 months. Forms will be forwarded to PERSCOM (TAPC-EPC-S, ATTN: EBSS). If a soldier indicates possible misconduct, which could be a disqualifier from DS duty, PERSCOM will make the final determination and notify the DS School if the soldier will be removed from the school. Soldiers who refuse to complete DA Form 7424 are subject to further background screening and/or removal from the DS School. A soldier's refusal and any adverse information of a nature of that requested in DA Form 7424 discovered during the investigation will be reported to PERSCOM (TAPC-EPC-S, ATTN: EBSS). PERSCOM will make the final determination and notify the DS School if the soldier will be removed from the school.

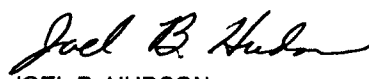
2. Post these changes per DA Pam 25-40.

3. File this change in front of the publication.

By Order of the Secretary of the Army:

ERIC K. SHINSEKI
General, United States Army
Chief of Staff

Official:


JOEL B. HUDSON
Administrative Assistant to the
Secretary of the Army

Distribution. This publication is available in electronic media only and is intended for command levels A, B, C, D, and E for Active Army and D and E for Army National Guard of the U.S. and U.S. Army Reserve.

Assignments, Details, and Transfers

Enlisted Assignments and Utilization Management

**Headquarters
Department of the Army
Washington, DC
31 October 1997**

UNCLASSIFIED

SUMMARY of CHANGE

AR 614-200

Enlisted Assignments and Utilization Management

This revision creates a stand-alone regulation, consolidating chapters 1 through 3 and 5 of AR 600-200 with AR 614-200, and prescribes the following changes:

- o Unit Manning System has been eliminated.
- o The requisitioning system has been updated to reflect changes made when Enlisted Distribution and Assignment System (EDAS) 4.0 was implemented September 1991 (para 3-7).
- o Assignment eligibility and availability (AEA) codes have been restructured, including the automatic creation of AEA code L on the Total Army Personnel Data Base (TAPDB) when the permanent change of station (PCS) arrival transaction is processed, and upon the AEA code termination date (para 3-8).
- o Surplus reporting has been eliminated. Soldiers are now identified and reported as Immediately Available (IA) (para 3-15).
- o Reclassification boards were eliminated due to updated processing through Army Automated Reenlistment/Reclassification System (RETAIN) (chap 3, sec III).
- o Soldiers attending the U.S. Army Sergeants Major Course (USASMC) will incur a 24-month service remaining obligation, upon graduation (para 4-6).
- o Soldiers who do not meet body composition standards per AR 600-9 will not be authorized to attend professional military schooling (para 4-3).
- o Individual requests for Permanent Change of Station (PCS) or Deletion from Assignment Instructions have been renamed Compassionate Actions, and include the following changes (chap 5, sec III):

--Eliminates, for cases involving medical or legal problems, the need to refer the case to the local surgeon or staff judge advocate for evaluation and recommendation.

--Soldiers will no longer be exempt from PCS moves, temporary duty (TDY), deployment pending the compassionate request.

--For cases involving reassignment from outside continental United States (OCONUS) locations, where medical care for family members is not available, justification from the appropriate medical authorities must now be included.

--For cases involving a deletion from OCONUS assignment due to disapproval of family travel, statement of family travel disapproval from OCONUS command must be included.

--Soldiers may now be assigned to an area other than their requested geographical preference based on availability of medical services and the needs of the Army.

--Local commanders are now required to contact U.S. Total Army Personnel Command (PERSCOM)(TAPC-EPC-S) when they have not received a response, within 20 days of submitting the application.

--It is no longer necessary to submit DA Form 4187 with request for compassionate actions. DA Form 3739 has been revised to include commander's signature that verifies the information.

- o Explosive Ordnance Disposal (EOD) Phase I training is now located at Eglin Air Force Base, FL (para 6-4).
- o Adds information on appointment of Sergeant Major (SGM) of the Army (para 7-3).
- o Adds provision for master sergeant promotable (MSG)(P) to be frocked to SGM when the interest and image of the U.S. Army would be otherwise severely jeopardized (para 7-4).
- o Local general court-martial convening authority (GCMCA) may approve field initiated involuntary release of a Command Sergeant Major (D) (para 7-10).
- o Eliminates requirement control symbol (RCS) MILPC-63 (Current and Projected E9 Requirements Report). Now commands can report their projections for assignment and reassignment of all SGM and promotable MSG within their command annually and may submit the required information by the most efficient means (para 7-15).
- o Adds requirement that all first time first sergeants (1SG) attend the 1SG course to be awarded special qualifications identifier (SQI) 'M' (para 8-20).
- o Commanders in the grade of lieutenant colonel (LTC) may now authorize and approve frocking of SFC(P) to be assigned as 1SGs within their command (para 8-23).
- o Adds incentive for Major Army Command Noncommissioned Officer (MACOM NCO) of the Year to be given choice of available assignments (chap 9, sec II).
- o Adds E-mail addresses (app B).
- o Specific requirements for Infantry Division Light have been eliminated.
- o Assignment from duty requiring extensive TDY has been eliminated.
- o Noncommissioned officer (NCO) Logistics Program (NCOLP) was eliminated, effective 1 October 92.
- o Provisions concerning the Overseas Extension Incentive Program (OEIP) have been moved to AR 614-30.
- o Deletes requirement for frocked soldiers who are subsequently reassigned prior to promotion to revert to their former grade.

Effective 28 November 1997

Assignments, Details, and Transfers

Enlisted Assignments and Utilization Management



Togo D. West, Jr.
Secretary of the Army

History. This issue is a revision of this publication and a consolidation with Army Regulation (AR) 600–200. Because the publication has been extensively revised, the changed portions have not been highlighted.

Summary. This regulation is a consolidation of regulations that cover the policy for selection of enlisted soldiers for assignment, utilization, reclassification, details, transfers,

and training, as implemented by Department of Defense Directive (DODD) 1315.7.

Applicability. This regulation applies to active Army enlisted soldiers, excluding initial entry training (IET) soldiers governed by AR 612–201. It also applies to Army National Guard (ARNG) of the United States and U.S. Army Reserve (USAR) only when in active Federal service, other than active duty for training, unless otherwise indicated. On declaration of general war or full mobilization this regulation will not be used, unless otherwise indicated.

Proponent and exception authority. The proponent of this regulation is the Deputy Chief of Staff for Personnel. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. Proponents may delegate the approval authority, in writing, to a division chief within the proponent agency who holds the grade of colonel or the civilian equivalent.

Statutory authority. Special duty assignment pay (SDAP) is authorized under title 37 of the United States Code (USC), section 307. It is administered per DODDs 1304.21 and 1304.22 and DOD Instruction (DODI)

7000–14R, Financial Management Regulation.

Army management control process. This regulation contains management control provisions per AR 11–2 and identifies key management controls for conducting management reviews.

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from: Commander, U.S. Total Army Personnel Command (TAPC–EPC–O), Alexandria, VA 22331–0455.

Suggested Improvements. Users are invited to send comments and suggestions on DA Form 2028 (Recommended changes to Publications and Blank Forms) directly to: Commander, U.S. Total Army Personnel Command (TAPC–EPC–O), Alexandria, VA 22331–0455.

Distribution. Distribution of this publication is made in accordance with initial distribution number (IDN) 095480, intended for command levels A, B, C, D, and E for Active Army and D and E for the Army National Guard and U.S. Army Reserve.

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*This publication supersedes AR 614–200, dated 5 July 1984, and AR 600–200, dated 5 July 1984, and rescinds requirement control symbol (RCS) MILPC–63 and the following forms: DA Form 477, dated June 1985; DA Form 477A, dated June 1985; DA Form 1633–R, dated 1 September 1979; DA Form 1634–R, dated 1 March 1970; DA Form 2250, dated September 1979; DA Form 4802–R, dated 1 September 1979; DA Form 4802–1–R, dated 1 September 1979; and DA Form 4802–2–R, dated 1 September 1979.

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RESERVED

Chapter 1

Introduction

Section I

General

1-1. Purpose

This regulation prescribes the reporting, selection, assignment and utilization of enlisted personnel, excluding initial entry training (IET) soldiers who are governed by Army Regulation (AR) 612-201. It provides general assignment policies and responsibilities for managing the enlisted force. Guidance in this regulation is in addition to that in AR 614-5 and 614-30.

1-2. References

- a. Required and related publications and prescribed and referenced forms are listed in appendix A.
- b. Applicable e-mail addresses are listed in appendix B.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

Section II

Administrative Assignment Policies

1-4. Responsibilities

Responsibilities are listed in chapter 2.

1-5. Family Care Plan

To ensure that all soldiers (regardless of grade) can deploy promptly, Family Care Plans (FCPs) to cover dependent family members must be in place. Army Regulation 600-20 governs the FCP.

1-6. Exceptional Family Member Program

The Exceptional Family Member Program (EFMP) allows U.S. Total Army Personnel Command (PERSCOM) assignment managers to identify the needs of family members who have physical, emotional, educational, developmental, or intellectual needs and to consider the availability of treatment or educational facilities at the projected assignment locations. The EFMP is governed by AR 608-75.

1-7. Leave

Leave may be granted to each soldier, upon request, at the discretion of the soldier's immediate commander if it does not interfere with the soldier's port call or reporting date. AR 600-8-10 governs leave policy.

1-8. Security clearance

Assignment instructions (AIs) from PERSCOM will include personnel security requirements. AR 600-8-11 provides procedures for processing AIs that require a security clearance.

1-9. Mode of travel

Air transportation is the chief mode of travel for soldiers to and from assignment areas. For exceptions, see AR 55-28.

1-10. Deletions and deferments

Deletions and deferments are governed by AR 600-8-11.

1-11. Time-on-station

Time-on-station (TOS) applies only to continental United States (CONUS) based soldiers; outside continental United States (OCONUS) based soldiers have designated tour lengths. No maximum TOS is used in U.S. Army assignment procedures. To the degree possible, soldiers will remain on station for the maximum number of years possible consistent with Army requirements.

1-12. Space Imbalanced MOS Program

- a. A space imbalanced MOS (SIMOS) condition exists when 55

percent of the authorizations are OCONUS. This program is intended for grades sergeant (SGT) through sergeant first class (SFC) and is designed to enhance personnel retention in the career force and to provide more effective use of enlisted soldiers.

- b. Participation in the program by soldiers holding SIMOS is mandatory and will be closely monitored with primary emphasis on improving readiness of outside continental United States (OCONUS) units requiring the soldiers' skills, equity of OCONUS assignment, and CONUS turnaround time.

- c. Soldiers with an SMOS that is SIMOS will also be considered for inclusion in the SIMOS Program. Consideration will be given to status of current primary military occupational specialty (PMOS) and career progression MOS (CPMOS), need and availability of refresher training in SMOS upon deployment OCONUS and for PMOS/CPMOS upon return to CONUS and availability of soldiers holding the SIMOS as PMOS.

Chapter 2

Responsibilities

Section I

Department of the Army Headquarters Level

2-1. The Assistant Secretary of the Army for Manpower and Reserve Affairs

The Assistant Secretary of the Army for Manpower and Reserve Affairs (ASA (M&RA)) will—

- a. Oversee assignment policy.
- b. Approve second permanent change of station (PCS) assignments within the same fiscal year.

2-2. The Deputy Chief of Staff for Personnel

The Deputy Chief of Staff for Personnel (DCSPER) will—

- a. Develop assignment policy for enlisted personnel.
- b. Designate all Command Sergeant Major (CSM) positions.
- c. Establish policy for the SIMOS program.
- d. Grant exceptions on a case-by-case basis to nonstatutory provisions of this regulation, unless otherwise restricted.

Section II

Field Operating Agencies

2-3. The Commanding General, U.S. Total Army Personnel Command

The Commanding General, U.S. Total Army Personnel Command (CG, PERSCOM) will—

- a. Interpret and implement policies initiated by DCSPER.
- b. Issue AIs.
- c. Manage the distribution of soldiers to support the Army's mission worldwide.
- d. Manage the CSM Program.
- e. Establish assignment and utilization policies and monitor sergeant major (SGM) assignments throughout the Army.
- f. Provide all soldiers with broad opportunities for career progression and development, to include approving applications for training.
- g. Supervise all personnel management functions for SIMOS, to identifying MOSs that are space imbalanced and publish a SIMOS listing at least once a year.
- h. Make final decision on all joint domicile (JD) assignments.
- i. Administer and monitor the Special Duty Assignment Pay (SDAP) Program.
- j. Establish procedures for managing, developing and assigning soldiers in the Career Development Programs (Intelligence Career Program, Explosive Ordnance Disposal (EOD) Career Program, Army Band Career Program (ABCP), and technical escort (TE) training).
- k. Approve Bonus Extension and Retraining (BEAR) Program

and Special Forces (SF) reenlistment option applications for training and assignment to SF units.

(1) Approve voluntary reclassification applications for training and assignment to SF units.

(2) Coordinate with COMMANDER, US ARMY JOHN F KENNEDY SPECIAL WARFARE CENTER AND SCHOOL (AOJK-SP), FORT BRAGG NC 28307-5000, on those applications that require a waiver.

l. Approve third-year drill sergeant (DS) extensions.

m. Develop procedures and programs to implement DA policy pertaining to reclassification, to include reclassifications—

(1) For staff sergeant (promotable) (SSG(P)) and above, regardless of MOS.

(2) Requiring recoupment of bonus.

(3) Resulting from change to the MOS structure reflected in AR 611-201.

n. Grant exceptions on a case-by-case basis to nonstatutory provisions of this regulation, unless otherwise restricted. This authority may be delegated to an authorized official in the grade of brigadier general (BG) or equivalent civilian grade level who directs assignment policies or procedures for the Army. This authority will not be delegated to commands.

o. Develop procedures to implement the policies established herein.

p. Will approve reclassification for soldiers, SSG and below when their MOS is authorized by PERSCOM's Reenlistment/Reclassification In-Out Call Message, or otherwise directed by PERSCOM.

q. May delegate approval authority to Commander, U.S. Army John F. Kennedy Special Warfare Center (USAJFKSWC), to—

(1) Approve waivers for BEAR and SF reenlistment option applications.

(2) Approve all voluntary applications, to include waivers (when needed), for SF training and reclassification into Career Management Field (CMF) 18.

(3) Award appropriate CMF MOS to Active Army soldiers who have completed SF Qualification Course (SFQC).

(4) Report soldiers who fail SFQC training to PERSCOM (TAPC-EPK-S).

(5) Award appropriate CMF 18 to Active Army (AA) soldiers, who have completed similar training or acquired qualifying experience equal to training received in the SFQC.

2-4. The Commander, U.S. Army Central Personnel Security Clearance Facility

The Commander, U.S. Army Central Personnel Security Clearance Facility (CDR, CCF), will—

a. Review criminal and investigative dossiers.

b. Evaluate and make Army military security clearance eligibility determinations.

2-5. The Commanding General, U.S. Army Training and Doctrine Command

The Commanding General, U.S. Army Training and Doctrine Command (CG, TRADOC), will—

a. Publicize career development programs, and—

(1) Counsel prospective soldiers on program opportunities and requirements.

(2) Ensure applicants are eligible before applying for membership or training.

b. Develop initial and transition training to support the SIMOS Program.

c. Review modification table of organization and equipment/table of distribution and allowances (MTOE/TDA) for SIMOS positions where to maximize CONUS documentation and ensure proper utilization and assignment of soldiers.

d. Manage the DS Program by—

(1) Operating the DS School.

(2) Removing soldiers from school (when reason warrants) and returning them to their home station.

(3) Completing Academic Evaluation Reports.

(4) Providing strength management statistics.

(5) Providing vital information on all soldiers who report, as well as who graduate from DS school.

(6) Providing historical data on soldiers who have served DS duty (to include removal data).

e. Approve reclassification for soldiers in grade of SSG and below, unless otherwise directed by PERSCOM.

Section III

Other Commands and Organizations

2-6. Commanders of major Army commands

Commanders of major Army commands (MACOMs) will be responsible for the following personnel matters that pertain to their command or to agencies under their jurisdiction. Responsibilities in this paragraph are further delegated to Commanders of U.S. Army Forces Command (FORSCOM) installations. FORSCOM will monitor and assist to ensure compliance with policies established by this regulation.

a. Submitting enlisted personnel requisitions to PERSCOM reflecting personnel requirements.

b. Ensuring soldiers within their commands are properly assigned and utilized.

c. Approving reclassification for soldiers, SSG and below when their MOS is authorized by the U.S. Army Total Personnel Command's (PERSCOM's) Reenlistment/Reclassification IN/OUT Call Message, or otherwise directed by PERSCOM.

d. Ensuring soldiers are afforded opportunity for training and that—

(1) Their applications are processed promptly.

(2) When selected, they are fully qualified.

e. Managing DS Program, if applicable (to include providing PERSCOM a central point of contact).

f. Administering, monitoring and supervising the SDAP Program for all soldiers who receive SDAP within their respective commands. See also appendix C regarding the management control process for SDAP.

g. Publicizing the Career Development Programs and—

(1) Counseling prospective soldiers on program opportunities and requirements.

(2) Ensuring applicants are eligible for membership or training.

h. Approving or disapproving exchange assignments.

i. Authorizing any commander with general court-martial (GCM) authority to prescribe assignment limitations for sole surviving sons or daughters.

j. Publicizing the Special Forces (SF) Program.

k. Delegating to subordinate installation commanders authority to assign soldiers, to include determining soldiers' suitability for assignments from a security standpoint.

2-7. The Commanding General, U.S. Army Recruiting Command

The Commanding General, U.S. Army Recruiting Command (CG, USAREC)—

a. Will be responsible for the SF Recruiting Program.

b. Award appropriate CMF 18 MOS to Reserve Component soldiers who elect to qualify by attending resident instruction.

2-8. Directors of personnel proponent schools and centers

Directors will—

a. Grant waivers of qualifications specified in Department of the Army Pamphlet (DA Pam) 351-4, as appropriate.

b. Evaluate ways to reduce or eliminate SIMOS (both current or projected) through changes to MTOE/TDA MOS mergers or conversions, or, in the case of new fielding, a modification of the fielding schedule.

c. Identify non-SIMOS TDA positions within the personnel proponents' affected CMF to be recoded as SIMOS. If no CMF position can be identified as SIMOS, the director will coordinate with

PERSCOM (TAPC-PLI) and provide justification to identify other TDA positions for the affected SIMOS.

d. Recommend changes in service-remaining requirements for those MOS that are deemed critically short, thereby enhancing the return on the training investment and the maximum retainability of soldiers in shortage skills.

e. Manage DS Program by operating the DS school, and as appropriate remove the soldier from school and return them to their home station.

2-9. Commanders of hospitals having medical holding units

Commanders—

a. May reassign patients to, from, or between medical holding detachments without consulting the MACOM commander.

b. Will transmit all assignments to, from, or between medical holding detachments to PERSCOM (TAPC-(appropriate career management branch) and provide an information copy to(TAPC-EPC-S)) immediately upon transfer.

2-10. Local activity and unit commanders

Commanders will—

a. Update all field automated data base systems.

b. Manage the DS Program at their level (ensure soldiers selected are eligible).

c. Manage the SDAP program at their level (ensure soldiers receiving SDAP meet the necessary criteria).

d. Recruit volunteers for assignment to airborne, ranger, and SF units and support recruiting teams.

e. Ensure applications for assignments to 75th Ranger Regiment are processed promptly.

f. Inform commanders of noncompliance, with utilization policies (chap 3, sec II) for correction. Recommend courses of action that are available.

g. Inform soldiers of the specific duty MOS (DMOS) they are being assigned to and, if different from the PMOS, CPMOS or secondary MOS (SMOS), tell them the reason for assignment and its impact on their career.

h. Report assignment eligibility and availability (AEA) codes(when applicable, include termination date) to local Military Personnel Division/Personnel Service Battalion (MPD/PSB).

2-11. Military Personnel Division/Personnel Service Battalion Commanders

Commanders will—

a. Implement assignment policies and procedures.

b. Update soldier's information on the Total Army Personnel Data Base (TAPDB) through Standard Installation/Division Personnel System (SIDPERS)(that is, enrollment and disenrollment in the Married Army Couples Program (MACP), change in marital status).

Chapter 3 Enlisted Assignment System

Section I Managing Enlisted Assignments

3-1. Overview

The primary goal of the enlisted personnel assignment system is to satisfy the personnel requirements of the Army. Secondary goals are to—

a. Equalize desirable and undesirable assignments by assigning the most eligible soldier from among those of like MOS and grade.

b. Equalize hardships of military service.

c. Assign each soldier so he or she will have the greatest opportunities for professional development and promotion advancement.

d. Meet the soldier's personal desires.

3-2. Assignment selection criteria

a. Except for CONUS requirements which will be filled from OCONUS returnees and immediately available (IA), qualified volunteers will be considered first for all assignments; however, soldiers must complete the TOS requirements at their present duty station before being reassigned. Requests for reassignment that are sufficiently justified may be submitted as an exception to policy by soldiers who have completed at least 24 months at their present station.

b. Soldiers who are German aliens are ineligible for assignment to that country. Soldiers who are Turkish aliens will be offered the opportunity to decline an assignment to Turkey.

c. Former members of the Peace Corps will not be assigned to military intelligence duties for a period of 4 years following service with the Peace Corps. Soldiers who acquire an intelligence specialty after 4 years will not be assigned duties in any intelligence capacity, in any foreign country they served or were trained to serve with the Peace Corps. The term "former member of the Peace Corps" includes former Peace Corps volunteer, volunteer leaders, and staff members. The term does not include persons who attended Peace Corps training, but did not go OCONUS with the Peace Corps. This assignment restriction of former Peace Corps soldiers will not be waived.

d. Soldiers released from civil or military prisons being restored to duty will not be assigned to the foreign country or area where the offense was committed.

e. Former officers or warrant officers reverting to enlisted status will be reassigned to another installation. (They will be reported IA.) Exceptions may be granted when—

(1) The soldier requests to remain at the original installation.

(2) The installation commander concurs.

(3) There is a valid vacancy.

(4) No higher priority requirement dictates a reassignment.

f. Promotion of soldiers to master sergeant (MSG) and below will not be the sole reason for a PCS. However, soldiers selected for promotion will be considered for assignments in their promotable grade.

g. A sole surviving son or daughter may be exempt from assignment to a hostile fire area. (See para 5-7.)

h. The direct combat position coding (DCPC) policy precludes assigning female soldiers to units coded P1 on the TOE. Female soldiers may be assigned to all other positions (interchangeable or female only coded positions on MTOE). Identity codes on MTOE should correlate directly to codes on the TOE.

i. Prior to departure in compliance with AIs, soldiers must take action to meet any remaining service requirement. (See AR 601-280.)

j. Soldiers will be given equal assignment opportunity without regard to race, color, age, religion, national origin, marital status, or whether or not they will be accompanied by their spouse. Exceptions are—

(1) Compassionate reassignments.

(2) Assignments under the Married Army Couples Program (MACP).

(3) Individual cases approved on a case-by-case basis.

k. First-term soldiers serving initial enlistments of—

(1) Three years or less will receive only one assignment before expiration term of service (ETS) following initial basic and skill training. However, when they are required to serve in an unaccompanied hardship tour area OCONUS; they will be given no more than two assignments in different locations.

(2) More than 3 but less than 4 years will receive, before ETS following initial basic and skill training, no more than one CONUS assignment or two assignments if assigned OCONUS.

(3) Four or more years will receive, before ETS following initial basic and skill training, no more than two assignments in different locations, regardless of the tour length.

3-3. Soldiers' assignment preference

a. Soldiers' CONUS area of preference (CONAP) and overseas

area of preference (ORSAP) is a factor in the assignment process; however, assignments are made to fulfill Army requirements.

b. When selecting preference, soldiers should choose installations or geographic areas where their PMOS, skill qualification identifiers (SQIs) and additional skill identifiers (ASI) are required.

c. Codes for areas of preference listed on DA Form 2A (Personnel Qualification Record, Part I) are in AR 680-29.

3-4. Career Management Information File

a. The career management branches maintain a career management individual file (CMIF) (AR 600-8-104) for each SSG through SGM. However, depending on the PMOS, files are maintained for lower ranking soldiers. These files are separate and distinct from the official military personnel file (OMPF) maintained at U.S. Army Enlisted Records and Evaluation Center (USAEREC) at Fort Benjamin Harrison, Indiana. PERSCOM uses the CMIF in making career management decisions. The CMIF contains the following (list not all inclusive):

- (1) DA Form 2-1 (Personnel Qualification Record—Part II).
- (2) Copies of enlisted evaluation and academic reports.
- (3) Copies of relief for cause actions (DS and recruiters and career counselor).

(4) Copy of most recent AIs.

(5) Copies of pending applications, requests, and other personnel actions relating to individual personnel management and administration.

(6) Photograph (SSG through SGM).

(7) Most recent copy of OMPF performance and service fiche.

b. USAEREC will furnish copies of the enlisted evaluation report and annual performance fiche to the appropriate career management branch. The MPD/PSB will furnish the other documents.

3-5. Enlisted Distribution and Assignment System

a. Enlisted Distribution and Assignment System (EDAS) is the principal automated source for information concerning enlisted assignment actions. It is an interactive, on-line system for enlisted assignments and distribution functions. (Initial entry training (IET) soldiers' AIs are sent to the gaining command via EDAS; however, the losing command receives the AIs through the Automatic Control of Trainees (ACT) system.)

b. EDAS is a program that accesses data contained in the Total Army Personnel Data Base (TAPDB). The principal data bases used by EDAS are—

(1) The Total Army Personnel Data Base (active enlisted) (TAPDB(AE)).

(2) The Requisition Data Base (REQDB).

(3) The Organizational Data Base (ORGDB).

(4) The Statistical Data Base (STATDB).

c. Field users use EDAS to create requisitions and to read data that they are authorized; for example, information on soldiers assigned to their commands and in-coming personnel.

d. Detailed instructions and specifics on the various data bases can be found in the "EDAS Users' Manual." Contact PERSCOM (TAPC-EPC-I).

3-6. Enlisted Distribution Target Model

a. The Enlisted Distribution Target Model (EDTM) is an automated system which creates enlisted distribution targets by MOS, grade, and unit identification code (UIC). The model fills each UIC reflected in the Personnel Manning Authorization Document (PMAD) with projected available inventory from the MOS Level System (MOSLS) according to DSCPER Distribution Policy.

b. The EDTM constrains the assignment process to coincide with the projected operating strength targets. It represents the assets the Army realistically expects to be available for distribution. The model targets each UIC for fill according to the priority given to the unit. Therefore, the possibility exists (depending on the fill priority and projected inventory) for a unit to be targeted at less than authorized strength.

c. Field personnel managers may view (via the EDAS system)

the targets, grouped by private (PV1) through specialist (SPC), sergeant (SGT) through MSG, and SGM for the current month plus 4 through 12 months (CM+4 through CM+12).

d. The targets are produced monthly, or more frequently if changes to projected authorizations or operating strength warrant an update. (Questions on the EDTM may be referred to PERSCOM (TAPC-EPS-P)).

3-7. Requisitions

a. The allocation of requisitions for each of the requisitioning activities listed below will be limited to the command's share of available inventory, determined by the EDTM. Requisitions are allocated to the field via EDAS at the 4-character MOS code (MOSC) level. Requisitioning activities then expand the allocations to the 9-character MOS level, adding security requirements, other details and special instructions (SI), if necessary, and transmit them to PERSCOM by verifying requisitions in EDAS.

(1) CONUS installations.

(2) CONUS elements of functional commands.

(3) U.S. Army, Europe (USAREUR), Eighth U.S. Army (EUSA), U.S. Army, Pacific (USARPAC), and U.S. Army, South (USARSO).

b. All other requisitioning activities will determine their 9-character MOSC level requirements and any SIs and transmit them to PERSCOM by creating requisitions in EDAS. If no requisitions are received from a particular requisitioning activity during the month, the assumption is that no requirements exist.

c. EDAS will generate the control and serial number when the requisition is created (see EDAS Users Manual for details).

d. The lead time required in submitting personnel requisitions provides time for selecting and preparing soldiers for movement. Actual lead times necessary for each MACOM are established during the requisition allocation process or via direct communication between PERSCOM and the supported command. Questions on this process may be referred to PERSCOM (TAPC-EPS).

3-8. Assignment eligibility and availability codes

a. The assignment eligibility and availability (AEA) codes are a management tool used to identify the soldier's eligibility and availability for reassignment.

b. Every soldier will have an AEA code.

c. When 2 or more AEA codes apply, the AEA code with the longest period of stabilization will be reported.

d. AEA codes will be processed immediately upon change of soldier's eligibility status.

e. DA Pam 600-8-2, procedure 2-7, will be used for submitting SIDPERS AEA transactions.

f. Table 3-1 will be used to determine appropriate AEA codes.

g. AEA codes are based on the type of stabilization (AR 614-5) and the soldier's circumstances. Some AEA codes require a termination date, which will be the date the soldier becomes eligible for an assignment.

h. Stabilizations actions approved by PERSCOM and processed AEA codes will have precedence over field processed AEA codes.

i. AEA code L will automatically be created on the TAPDB—

(1) When a PCS arrival transaction is processed.

(2) Upon the AEA code termination date and will simultaneously update the SIDPERS field record.

j. Currently there are 25 AEA codes; the following codes are:

(1) Field exclusive—A, B, C, G, U, V, W, X and Z.

(2) PERSCOM exclusive—E, F, H, K, L, M, N, O, P, R, S and T.

(3) Reserved for future use—D, I, J and Q.

Section II Personnel Utilization

3-9. Objectives

a. Ensure efficient use of enlisted soldiers in accomplishing the Army mission.

b. To place soldiers in positions that require skills, knowledge,

and abilities as shown by their PMOS, SMOS, or additionally awarded military occupational specialty (AMOS).

c. Provide policies on personnel utilization that will strengthen and broaden MOS qualifications and prepare soldiers for career progression, greater responsibility, and diversity of assignment.

3-10. Criteria

a. Soldiers reporting to new organizations will be interviewed and qualifications evaluated during the initial processing. Soldiers will be assigned to an organizational element according to the authorized MTOE/TDA positions, consistent with their PMOS or CPMOS qualifications and the following:

- (1) Criteria in paragraph 1-11 for SIMOS.
- (2) Criteria in AR 601-280, paragraph 5-12 for bonus recipients.
- (3) Soldiers with school-trained SQI/ASI will be assigned in the SQI/ASI for the minimum service-remaining requirement for the respective course. An SQI/ASI is not a substitute for an MOS and will not represent the sole skill requirement for any position. Accordingly, soldiers will be utilized as often as personnel qualifications are needed.
- (4) Defense Language Institute (DLI) graduates will be utilized in positions authorized foreign language ability. (Exceptions must be approved by PERSCOM.)
- (5) Non-bonus first-term soldiers will serve in their PMOS during their first term of service. When exigencies dictate, commanders will assure PMOS utilization through the first 12 months after completion of advanced individual training (AIT). Commanders then may award SMOS or AMOS as appropriate. Only MACOM commanders may grant exceptions, and exceptions may be granted for operational necessity only.
- (6) Criteria in chapter 8, section IV, for 1SG positions.
- (7) Assign intelligence career program soldiers in their PMOS only, unless approved by PERSCOM (TAPC-EPL-M).
- (8) Assign soldiers with PMOS in the 02 series (Bandspersons) in their PMOS only, unless approved by PERSCOM (TAPC-EPM-A).
- (9) Assign soldiers in the grades of SGT through SGM/CSM, to fill MOS and grade authorizations in MTOE troop units before filling TDA staff positions. Commanders with classification authority can authorize exceptions to meet essential local needs.
- (10) Assign soldiers in the same grade or up to two grades higher if no higher ranking soldiers are available. Utilization in the same or higher skill level should be considered. The higher skill level will include any other MOS the soldier should advance in the normal line of progression in the MOS career pattern in AR 611-201.
- (11) Assign soldiers in the shortage or balanced MOS for which being trained, provided current PMOS is listed as overstrength in DA Cir 611 series or as otherwise directed by PERSCOM.

b. When considering a SPC or corporal (CPL) for utilization at the higher rank, the following sequence should be followed:

- (1) NCO position at present grade.
- (2) NCO position at a higher grade.
- c. Supervised on-the-job training (SOJT) may be used to improve utilization and qualifications of soldiers, such as attaining SMOS and AMOS, especially when soldiers' current qualifications in their PMOS or SMOS (except intelligence MOS) cannot be fully utilized. However, the requirements in AR 611-201, paragraph 1-9c(2)(c) must be met. When possible, U.S. Army correspondence courses will be used as alternatives or supplements to SOJT. If correspondence courses are used, soldiers will be encouraged to complete the course as soon as possible. However, SOJT will not be used to—
 - (1) Award MOS which requires formal school training described in AR 611-201.
 - (2) Change soldiers' PMOS for the sole purpose of meeting local requirements.
 - (3) Cause the loss of school trained assets.

d. As an exception, soldiers may be utilized—

- (1) When the assignment is under actual combat conditions.
- (2) When the assignment is to meet an urgent military requirement to satisfy an exceptional need for special duty. (See definition

in the glossary of special duty and its two subsets, borrowed military manpower and troop diversions.) Time is limited to 90 days, after which soldiers must be returned to duties in their PMOS or CPMOS. Extensions will not be granted.

(3) When the sole purpose of the assignment is to qualify soldiers for a shortage MOS. The MOS and skill level must be authorized for the soldiers' grade.

(4) To support Reserve summer training.

(5) When the assignment is under SIs from PERSCOM.

(6) In specialists positions despite the soldiers status as corporals. However, there must not be any NCO vacancies in their current grade and same or higher skill level.

(7) In their PMOS in a position one grade lower if they are excess (excluding CSM/SGM). This precludes PCS moves and off-sets grade or space imbalanced conditions between OCONUS and CONUS. Soldiers directed to serve in a lower grade position must not be penalized in their NCO Evaluation Report (NCOER). The first choice for utilization of the NCO under this exception will be in a lower grade NCO position. Soldiers utilized under this exception will be told the specific reasons.

(8) In soldiers' SMOS, AMOS, or in an MOS substitute for the PMOS in the same or higher skill level, as authorized in AR 611-201, when there is no requirement for PMOS. Assignment will not exceed 12 months.

e. Commanders will maintain current inventories of authorized and actual strengths by MOS. Using MOS strength, utilization of soldiers will be reevaluated periodically and MOS overages and shortages will be adjusted by reassigning soldiers when appropriate. If an overage/surplus still exists after the adjustment, soldiers in the overage MOS and grade who have been assigned to the installation or activity the longest, since last PCS, will be reported as IA (para 3-16). However, soldiers pending reassignment will be utilized in a position most in line with their grade and qualifications.

f. Soldiers who must be reassigned due to the inactivation of a post, camp, or station will be reported 180 days before the inactivation date.

3-11. Noncommissioned Officer Education System graduates

Commanders will set policy on utilizing soldiers in MTOE troop positions and TDA positions immediately following graduation from Noncommissioned Officer Education System (NCOES) courses. The NCOES is designed to teach NCOs the skills necessary to perform their duties commensurate with their grade.

3-12. Conscientious objectors

a. Utilization of conscientious objectors is regulated by AR 600-43.

b. Commanders will try to effectively utilize conscientious objectors by assigning them to noncombatant duties and training—

- (1) In any unit which is unarmed at all times.
- (2) In any medical department.
- (3) In any other assignment provided primary function does not require the use of arms in combat, nor require the individual to bear arms or weapons, or the study of the same. (However, defense-type training consisting of unarmed defense, passage through minefields, search of casualties for booby traps, and disarming of booby traps found on casualties will be taught if a conscientious objector requests.)

c. Excluding noncombatant duties and training, conscientious objectors are—

- (1) Not allowed to avoid hazardous duties which may be part of the mission of the unit to which assigned.
- (2) Subject to Army regulations and directives, including those on training and discipline.
- (3) Available for worldwide assignments.

3-13. Special qualification identifiers, additional skill identifiers, and language codes (fifth through ninth characters of MOSC)

a. The special qualification identifiers (SQI) is the fifth character

of the MOSC, and may be used with any MOS unless restricted by AR 611-201. The fifth character of the MOSC will contain the letter "O" when the soldier is not qualified for an SQI.

(1) The commander of the soldier's servicing PSB or the training activity commander will award fully qualified soldiers appropriate SQI by publishing orders. Excluding SQI "X" or "Q" (which maintains precedence while soldier is assigned to an authorized DS or Equal Opportunity Advisor (EOA) position, respectively), the order of precedence for SQI is—

- (a) V—Ranger-Parachutist.
- (b) S—Special Operations Support Personnel.
- (c) P—Parachutist.
- (d) G—Ranger.
- (e) M—First Sergeant.
- (f) X—Drill Sergeant.
- (g) H—Instructor.
- (h) Q—Equal Opportunity Advisor.

(2) The SQI "L" will be awarded to soldiers who are qualified exclusively in a language and not in another SQI. Any awarded SQI takes precedence over SQI "L"; however, the soldiers' language identification code will be recorded in the eighth and ninth character of the MOSC even when it has been replaced by another SQI in the MOS.

(3) As an exception to (1), only the Commandant, U.S. Army School of Aviation Medicine (USASAM), Fort Rucker, AL, may award 91B soldiers SQI "F," and only after completing the Flight Medical Aidman Course (300-F6) (DA Pam 351-4).

(4) The SQI will be withdrawn and deleted from the MOS awarded when qualification skills are lost, or when the soldier withdraws from a voluntary program (example: airborne or ranger duty).

b. The additional skill identifiers (ASI) is the sixth and seventh character of the MOSC. It identifies skills requiring formal school training or other specified criteria in AR 611-201. ASI is associated with specific MOS as authorized in AR 611-201. The sixth and seventh character of the MOSC will contain "ZZ" when the soldier is not qualified for an ASI.

(1) Soldiers will be awarded ASI with both PMOS and SMOS when qualified.

(2) The ASI will be awarded when the soldier meets the qualifying criteria outlined in AR 611-201, for example upon successful completion of new equipment training (NET), formal school training, as announced by DA Cir 611 series or as directed by PERSCOM.

(a) Soldiers completing formal ASI training at Army service schools will be awarded the ASI upon successful completion of the course.

(b) The Commandant, U.S. Adjutant General School, Army Soldier Support Institute, Fort Jackson, SC, will award and withdraw ASI "F5." (MUSARC, commanders will award the ASI to USAR soldiers.)

(c) The Commander, Intelligence and Security Command, Fort Huachuca, AZ, will award and withdraw ASI "G9."

(d) The ASI "4A" will only be awarded if directed by PERSCOM (TAPC-EPR-F). However, PSBs may withdraw when applicable.

(3) Excluding ASIs "Y2" and "4A" (which can be withdrawn by all PSBs), only PERSCOM and Army service schools are authorized to withdraw an ASI.

(a) When a commander decides that the soldier is no longer qualified, a request to withdraw the ASI is forwarded through channels to PERSCOM (TAPC-EPR-F).

(b) Withdrawing an ASI does not require withdrawal of the related MOS, but withdrawing the MOS does require withdrawal of ASI. (An exception is when the newly awarded MOS is associated with the ASI per AR 611-201.)

c. The eighth and ninth characters of the MOSC identify soldiers' qualification in foreign languages (AR 611-6). Language codes may be used with any MOS. Soldiers qualified in a language will be awarded the proper language code by publishing orders in the same manner as for an MOS. The eighth and ninth character of the

MOSC will contain "YY" when the soldier is not qualified in a language.

(1) For multilingualists—

(a) Only the code for the control language the soldier is most proficient in will be awarded as part of the PMOS. Proficiency is determined by testing listening and reading comprehension. When listening and reading proficiency are the same, award will be based on reading proficiency.

(b) The code for the control language in which a soldier received an enlistment bonus (EB) or selective reenlistment bonus (SRB) will be the code the soldier is awarded.

(2) For soldiers assigned to non-linguist positions, the language code will be for the language the soldier is most recently trained.

(3) The two-character language code will be withdrawn from MOSC when language proficiency for both listening and reading comprehension decrease below the standards specified in AR 611-6.

d. Soldiers' MOSC (fifth through ninth characters) will be recorded and reported through SIDPERS according to AR 600-8-104 and DA Pam 600-8-2, respectively.

3-14. Lateral appointments

a. For lateral appointments to first sergeant (1SG) see paragraph 8-22.

b. Lateral appointments are not required for soldiers in the grade of sergeant first class (SFC) moving to or from platoon sergeant positions.

c. Commanders (O5 and above) may authorize lateral appointment of SPC to CPL without local selection board action provided they are assigned to an authorized NCO position in their career progression MOS (CPMOS).

(1) The approval of the request will be the only announcement of the lateral appointment.

(2) Soldiers appointed to CPL will retain the grade when reassigned from the NCO position. However, the unit commander may laterally appoint CPL to SPC without their consent or board action—

(a) For disciplinary action taken under Uniform Code of Military Justice (UCMJ) which adversely affects the ability to perform duties as an NCO.

(b) For demonstrated substandard performance of technical or supervisory duties.

(c) Upon direction of PERSCOM.

3-15. Immediately available (IA) soldiers

a. Soldiers that cannot be properly utilized are considered IA, previously known as surplus.

b. Report IA soldiers, to PERSCOM (TAPC-appropriate career branch), as soon as their availability date is known, but no later than 1 day after availability date.

c. Table 3-2 contains codes that will simplify the reporting process. However, when one of these codes doesn't describe the soldiers' case, fully explain the situation.

Section III

Personnel Classification/Reclassification

3-16. Classification

The enlisted MOS classification and structure, to include the CMF, for the U.S. Army is prescribed by AR 611-201.

3-17. Scope of reclassification

An awarded MOS, especially the PMOS, represents significant time and effort, both to the Army and the soldier. The needs of the Army will be the overriding factor in reclassification actions. However, in changing a PMOS, carefully consider the benefits to the Army and the soldier. Current policy and guidance in AR 611-201, DA Pam 351-4, and as announced in PERSCOM Reenlistment/Reclassification In-Out Call Messages will be followed unless otherwise specified in this regulation.

3-18. Reclassification of primary military occupational specialty/secondary military occupational specialty

a. Commanders are not required to reclassify soldiers solely because they are not performing duties in their PMOS. However, soldiers will be routinely reclassified—

- (1) For normal career progression.
- (2) As announced in PERSCOM Reenlistment/Reclassification In-Out Call Message.

(3) For mandatory reasons listed below. Soldiers normally retain their current PMOS until successful completion of reclassification training. Effective date of new PMOS will be the date the training is completed. However, soldiers who are no longer eligible to retain their PMOS (loss of qualifications, MOS eliminated from MOS structure) will be awarded new PMOS and ASI“4A” (see AR 611-201) with appropriate skill level for their grade, effective date as specified by PERSCOM. An ASI “4A” will be withdrawn upon completion of reclassification training.

(a) Erroneous awarded entry on DA Forms 2A/2-1. These entries will be deleted per AR 600-8-104.

(b) Disciplinary action taken under UCMJ when it adversely affects soldiers’ performances in MOS.

(c) Loss of MOS qualifications (AR 611-201). These cases will be determined and documented by a field grade officer. However, soldiers disqualified due to their own misconduct will be processed for separation (AR 635-200, applicable chap) and have a copy of the separation approval authority’s decision included with the reclassification action.

(d) Disqualification resulting from action under AR 600-60.

(e) Appointment to, or reduction from, grade that is not in line with, or authorized for MOS.

(f) When directed by PERSCOM. When possible reclassifications will be limited to SSG and below with less than 10 years of active Federal service.

b. Soldiers may request (through channels) voluntary reclassification; however, they must meet the following criteria to be reclassified:

(1) PMOS must be overstrength and requested MOS must be short, and/or as announced by the PERSCOM Reenlistment/Reclassification In-Out Call Message.

(2) Meet the required criteria of AR 611-201 for new MOS.

(3) Not be on AI (soldier is considered on AI when assignment has been processed through EDAS, not date of notification).

(4) Have completed 12 months at their current duty station.

(5) Did not enlist under the Civilian Acquired Skills Program (CASP) (AR 601-210).

(6) Are not receiving a bonus for current term of enlistment or reenlistment. However, for exceptions, soldiers must agree in writing to recoupment of the unearned portion of bonus entitlements to be eligible (see AR 601-280).

(7) Are within 12 months (long-tour) or 6 months (short-tour) of date eligible for return from overseas (DEROS).

(8) Are not within 8 months of ETS.

(9) Have fulfilled all time in service remaining requirements.

(10) Have not received MOS training or used the school quota during current enlistment.

(11) First termers serving in an overstrength MOS who desire reclassification into a shortage MOS, as announced in PERSCOM Reenlistment/Reclassification In-Out Call Message.

(12) When stabilized as a result of reenlistment, soldiers must waive their reenlistment option through reenlistment channels.

(13) Be eligible to reenlist or extend per AR 601-280.

c. For reasons not listed above, requests may be processed as an exception to policy, and must identify criteria and document specific rationale showing how approval is clearly in the best interest of the Army. Only those requests that in the opinion of the reclassification authority merit consideration will be forwarded to PERSCOM (TAPC-EPR-F). Documentation may include transcripts/certificates/correspondence showing soldiers’ training/educational and work experience for requested MOS.

d. A reclassification control number (RCN) is required for all

personnel management actions that changes soldiers’ PMOS; unless the change resulted from—

- (1) Promotion.
- (2) Normal career progression.
- (3) Change to MOS structure.
- (4) New equipment training (NET).
- (5) Award or withdrawal of PMOS OOS.

3-19. Regimental affiliation

Combat Arms (CA) soldiers reclassified to a non-combat MOS and vice versa must change their regimental affiliation to coincide with the new MOS. However, they may remain assigned to a battalion of the original regiment if a vacancy exists in the new MOS.

Section IV

Special Duty Assignment Pay

3-20. Scope

a. Special duty assignment pay (SDAP) is a monetary incentive paid to enlisted soldiers who qualify for and serve in designated special duty (SD) assignments which have extremely demanding duties that require an extraordinary effort for satisfactory performance or an unusual degree of responsibility.

b. The Secretary of the Army (SA) determines which SDs are eligible to receive SDAP, and may initiate, terminate, increase, or decrease SDAP for any skill. Information and assistance may be obtained from PERSCOM (TAPC-PLP-A), DSN 221-4169.

c. Receipt of SDAP depends on service in the SD assignment after meeting the applicable criteria. Entitlements to SDAP will not be made contingent on successful achievement of assigned recruiting and reenlistment objectives, or other additional requirements beyond the scope of this regulation.

d. Orders must be issued to award, change, terminate and reinstate SDAP. This is detailed in DA Pam 600-8, procedure 3-28. The battalion S1 prepares a DA Form 2446 (Request for Orders) using AR 600-8-105. The DA Form 2446 is then forwarded to the MPD/PSB to issue the orders format 330 (proficiency pay).

(1) A single order should be used to award or change each rate of pay with the appropriate effective dates applied. Also, this rule applies for soldiers who PCS between SDAP assignments, (para 3-23f(7)). The soldier will continue receiving their SDAP entitlement at the same level until arrival at the new duty station.

(2) The gaining command will publish orders that reflect the correct level of SDAP, and ensure the SIDPERS database reflects the correct SDAP level.

(3) Losing commands will implement measures to ensure that SDAP termination orders are cut upon PCS when the soldier is not PCSing to another SDAP assignment.

(4) Each order will contain the applicable SDAP designator code (AR 680-29 or letter of instruction (LOI) for current change), and will be—

(a) Provided to the soldier and the soldier’s finance office.

(b) Filed in the soldier’s Military Personnel Records Jacket (MPRJ), or if no MPRJ exists, orders will be maintained at the battalion S-1 where permanent orders are filed.

e. For records and reports: SDAP designators will be entered on DA Form 2A, item 22, per AR 600-8-104.

3-21. Initiating special duty assignment pay

a. MACOM commanders may request that SDAP be authorized for designated positions (not currently authorized) in their commands when the duty position—

(1) Involves demanding duties (requires extraordinary effort for satisfactory performance) or an unusual degree of responsibility (heavy and personal burden to ensure successful accomplishment of duties). The key test is whether the duties involve a greater degree of responsibility or arduousness than what reasonably could be expected in a regular military assignment for a soldier’s grade and experience.

(2) Requires special qualifications that are met by screening and special schooling other than (over and above) a brief orientation.

b. Requests will be submitted to: DEPUTY CHIEF OF STAFF PERSONNEL (DAPE-PRR-C), 300 ARMY PENTAGON, WASHINGTON DC 20310-0300, (Defense Switched Network (DSN) 225-1872). The request will address and include the following information in addition to other budgetary requirements (where possible cite pertinent and applicable, statutes, Department of Defense (DOD) directives, DOD instructions, and Army regulations (ARs)):

- (1) Selection process.
- (2) Assignment process.
- (3) Mandatory schooling.
- (4) Documentation of MTOE/TDA duty positions.
- (5) Utilization-length of tour.
- (6) Recipients-number and location.
- (7) Recommended level and annual cost.
- (8) Milestones for implementation.

3-22. Eligibility criteria for special duty assignment pay

Enlisted soldiers are eligible to receive SDAP when they—

a. Are on active duty (other than active duty for training in a Reserve Component for less than 180 days) and are entitled to basic pay.

b. Are serving in grade of PFC or higher.

c. Have completed special schooling required for qualification in the SD assignment or have completed equivalent on-the-job training (OJT). (The OJT must be at least as long as the formal school training and must fully qualify the soldier in the SD assignment.)

d. Are qualified in one of the following authorized SD assignments (table 3-3 provides varied rate of pay):

(1) Production recruiters who are assigned recruiting objectives or production quotas and are actively involved in contracting applicants are authorized SD-6. A production recruiter is a field recruiter (also includes Army Medical Department (AMEDD) detachment enlisted recruiter, SF recruiter, and tech WO recruiter), station commander, first sergeant and battalion CSM/SGM.

(2) Recruiters who are not assigned an objective are authorized SD-5. Recruiters are in the position as senior guidance counselors, recruiting battalion senior and master trainers, recruiting battalion operations NCO, or exhibitors (includes AMEDD detachment operations NCOs and trainers).

(3) Staff recruiters who are assigned in staff level positions as CSMs and staff for brigade and Headquarters, USAREC (includes brigade and above master trainers); recruiter instructors assigned to the Recruiting and Retention School; or DA level staff recruiters.

(4) Regular Army and Reserve Component career counselor whose PMOS is 79S and duty position is to retain soldiers currently in active duty or in Reserve Components.

(5) Command Sergeant Major with position as CSM for HQ, USAREC, or for a recruiting brigade.

(6) Soldiers who have an SQI "X" and occupy a designated SDAP position as a drill sergeant.

(7) Specially designated personnel. Soldiers who occupy specially designated duty positions.

e. Are properly assigned and performing duties of the designated SD assignment. However, as an exception, soldiers will continue to receive SDAP when they are no longer serving in SD assignments because they are—

(1) Performing additional duties that do not interfere materially with performance in the SD assignment.

(2) Performing temporary or special duties that do not exceed 90 days.

(3) Attending courses of instruction directly related to or are necessary for continued qualification in the SD assignments.

(4) Attending a course of instruction in a new military specialty that has been designated to receive SDAP and the reclassification action is determined to be in the best interest of the Army. The amount of SDAP awarded to the soldier in retraining will be either the current award rate in the previous military specialty or the new retrained military specialty, whichever is less.

(5) In a patient status, including convalescent leave. The soldier will retain SDAP, not to exceed 12 consecutive months from date of becoming a patient. However, when the disease is caused by intemperate use of alcohol or habit forming drugs, entitlement to SDAP stops. (The termination effective date is the date the soldier becomes a patient.)

(6) In an in-transit status.

(7) On authorized leave, to include leave taken between two assignments qualifying for SDAP.

f. Situations that cannot be resolved should be forwarded through command channels, with a case analysis and recommendation, to PERSCOM (TAPC-PLP-A).

3-23. Method of payment

a. Special duty assignment pay is in addition to any other pay and allowances to which soldiers are entitled. The monthly rate of pay equates to SD levels, for example SD1=\$55, SD2=\$110, SD3=\$165, SD4=\$220, SD5=\$275 and SD6=\$375. These levels are further identified by certain positions and time periods as listed in table 3-3. These levels are also used for establishing new SDAP, as well as a guide for changes.

b. Experience gained from previous successful tours in the same SD for which the SDAP was awarded is creditable toward computation of the SDAP award level, if otherwise qualified.

c. The SDAP is computed based on a 30-day month. Entitlement accrues from the date of authorization through the day before the effective date of the termination order. The SDAP will be prorated for that portion of the month the entitlement starts or ends.

3-24. Termination/reinstatement

a. Commanders will ensure that adequate procedures are established for the timely revocation of SDAP when soldiers are relieved from an SD assignment. Relieved soldiers will not be reassigned until SDAP has been terminated and, if appropriate, reclassification action taken.

b. Soldiers' SDAP will be terminated when—

(1) The unit commander determines that soldiers have failed to maintain all the requirements for continued receipt of SDAP.

(2) Soldiers are reclassified to a specialty that is not designated to receive SDAP.

c. The SDAP may be reinstated—

(1) By revoking the termination order when documentary evidence demonstrates the termination was in error.

(2) Immediately upon satisfying the requirements of this chapter.

d. Recommendations for removal from or reinstatement to SDAP positions will contain justification and will be sent through (and acknowledged by) the soldier to the approving commander. The termination or reinstatement date is the actual date the soldier was removed or reinstated to the SD assignment.

Table 3-1
Determining AEA codes

Rule	Code	Description
1	A	Soldiers are permanently ineligible for future assignments due to — <i>a.</i> An approved retirement or a request for retirement (AR 635-200). Termination date will be the effective date of retirement. <i>b.</i> Being involuntarily ordered to active duty in an individual status or as a member of intact units for 12 months or less. Termination date will be the ETS date. <i>c.</i> Signing a Declaration of Continued Service Statement (DCSS) or cannot reenlist or extend to meet the service remaining requirement. Termination date will be the ETS date. <i>d.</i> Being dropped from the rolls as a deserter.
2	B	Soldiers are being considered for elimination from the service, or their assignment precludes their reassignment for an unspecified time. This code does not have a termination date. Examples are when a soldier is — <i>a.</i> Being considered for separation or elimination (request for hardship discharge, conscientious objection, or those being considered or investigated for elimination due to unsatisfactory performance or misconduct). <i>b.</i> Being confined, under investigation or awaiting trial by court-martial or civil courts; or under suspension of favorable personnel action (AR 600-8-2). (The code will not be awarded to soldiers whose suspension will end within 90 days.)
3	C	Soldiers who are temporarily ineligible for reassignment for the following reasons— <i>a.</i> Medical, convalescence, confinement as a result of conviction by special or general court-martial and student/trainees (except IET). <i>b.</i> Enrolled in Track III of the Alcohol and Drug Abuse Prevention & Control Program (ADAPCP) (AR 600-85). <i>c.</i> Soldiers with field bar to reenlistment (termination date will be the ETS date, not to exceed 18 months):
4	E	Soldiers who have an approved Voluntary Early Transition (VET) Program, Voluntary Separation Incentive/Special Separation Benefits (VSI/SSB), or early separation application. The termination date equals the approved release date.
5	F	Soldiers who have pending personnel actions: for example, early separation requests. There is no termination date.
6	G	Soldiers who are stabilized under "special category" (AR 614-5). The termination date will not exceed 36 months.
7	H	Soldiers who are pending PERSCOM approval for retirement.
8	K	Soldiers who have returned from deployment. The termination date for soldiers deployed 61 to 139 or 140 or more consecutive days will be 4 and 12 months, respectively, computed from the deployment return date. However, as an exception, soldiers deployed 140 or more days may be assigned to an OCONUS area with an designated accompanied tour after 6 months.
9	L	Soldiers who are fully eligible for PCS reassignment, subject to normal PCS time on station restrictions. There is no termination date.
10	M	Soldiers who are stabilized while pending a RETAIN System transaction for reenlistment or undergoing reclassification. This code will terminate upon completion of reenlistment/reclassification action.
11	N	Soldiers who have received a deployment indicator (DPLI transaction) denoting they are currently deployed.
12	O	Soldiers who have received an approved deletion for operational reasons. The termination date will be determined on operational needs up to 12 months.
13	P	Soldiers who have an approved "one time special situation" request where stabilization would not be otherwise authorized. The termination date will not exceed 48 months.
14	R	Soldiers who are assigned to UMS units. The termination date will be the end of the unit's life cycle (36 months), or when the soldier is reassigned locally, the effective date of reassignment.
15	S	Soldiers who are being reassigned or deleted from AI due to compassionate reasons. The termination date will be when the problem is resolved or 12 months, whichever occurs first.
16	T	Soldiers who are performing duties directed by PERSCOM or when they are in a nomination hold status. There is no termination date.
17	U	Soldiers who have enlistment commitments. The termination date will be computed for soldiers enlisted for unit or station of choice from the date soldiers are actually assigned to the unit or station. Termination date will not exceed 12 months. (Soldiers may terminate their stabilization by signing a waiver to their contract.)
18	V	Soldiers who have received an "individual stabilization" (AR 614-5), other than special category. Termination date will not exceed 24 months.
19	W	Soldiers who have received organization stabilization (AR 614-5). Termination date will not exceed 48 months.
20	X	<i>a.</i> SSG through SGM who are assigned (and stabilized for 36 months) to Army Readiness and Mobilization Regions (ARMR). This includes active component soldiers attached to ARNG or Reserve Components (RC) units for duty in full-time manning positions. <i>b.</i> Soldiers who are assigned (and stabilized for 36 months) to Reserve Officer's Training Corps (ROTC). <i>c.</i> Soldiers who are assigned (and stabilized for 36 months) to U.S. Army Recruiting Command in administrative or support positions.
21	Z	When reasons exist to remove AEA code C and G.

Table 3–2
Determining IA codes

Rule	Code	Description
1	A	School failure—Soldiers who fail to complete courses at Army service schools, training centers, officer candidate schools, civilian institutions, or airborne, DS, or SF training, unless otherwise directed by PERSCOM.
2	B	Release from medical hold—hospital patients assigned to medical holding detachments. Soldiers will be reported not earlier than 60 days nor later than 15 days before the estimated date they are to complete hospitalization. When soldiers cannot actually be assigned within 30 days following the original estimated release date, a request will be submitted to cancel AIs. A new request for AIs will be submitted when the patient is again ready for release.
3	C	Soldiers assigned to Military Personnel Transportation and Assistance Offices in emergency PCS status who require further AIs.
4	D	Loss of qualifications (for example, loss of security clearance, relieved recruiter, airborne terminee). Soldier's failure to meet prerequisites for special reassignment under AR 50–5 and AR 50–6.
5	E	OCONUS returnees assigned to transfer station who are ineligible for transfer processing.
6	F	Prisoners in CONUS sentenced to punitive discharges who are being restored to duty in CONUS. Request AIs as soon as directed to restore to duty (AR 190–47).
7	G	Absentees restored to duty in CONUS when no provisions for disposition exist in AR 630–10.
8	H	Soldiers who, because of absent without leave (AWOL) status or other reasons, previously were withheld from shipment against AIs issued under AR 630–10.
9	I	Prior-service personnel who have enlisted or reenlisted under options for which pertinent regulations do not provide specific processing AI and no further training or less than 8 weeks of basic training is required. Soldiers, inducted, reclassified, or ordered to active duty from an Army retired status will be included in this category. (Does not apply to Reserve Enlisted Program soldiers ordered to active duty for training (ADT) only.)
10	J	Soldiers completing courses at Army service schools, Navy, Air Force or civilian schools (other than college-level training). Timeframe for requesting AIs: (1) Course over 12 weeks and all language training at DLI/East—no later than 60 days before graduation. (2) Course 8–12 weeks—not later than 45 days before graduation. (3) Course less than 8 weeks—not later than 15 days before graduation.
11	K	Soldiers completing college-level training at civilian schools. Identify soldiers with reporting code 09D00 and request no later than 45 days before completion.
12	M	Trainees who become MOS qualified and do not receive AIs (AR 612–201).
13	N	Soldiers requiring rehabilitative treatment under the provisions of DA Alcohol and Drug Abuse Prevention and Control Plan (ADAPCP). Soldier must be assigned to an installation that can provide rehabilitative treatment. Area of preference should coincide with installation announced by PERSCOM as having a rehabilitative capability.
14	P1	Former officers (warrant officers included) reverting to enlisted status (AR 601–210 or AR 601–280) who required a new PCS assignment.
	P2	—when soldier has command approval to be retained at current installation.
	P3	—when soldier has command approval to be retained in the OCONUS command (provided final approval is granted).
15	Q	Soldiers who for security reasons require transfer from current post, camp, or station.
16	R	Soldiers completing stabilization for extreme family problems and whose grade and MOS are not authorized at the present duty station.
17	S	Soldiers who have departed their permanent duty station en route to an OCONUS location on PCS orders and are directed to report to the nearest Army installation due to mobilization.

Table 3–3
SDAP scale

SD positions	Time periods	SD level/monthly pay
Production Recruiters (includes SQI “4”)		SD–6=\$375
Recruiters		SD–5=\$275
Staff Recruiters		SD–4=\$220
Regular Army & Reserve	0–6 Months	SD–1=\$ 55
Component Career Counselors	7–12 Months	SD–2=\$110
	Over 12 Months	SD–3=\$165
Drill Sergeants	0–6 Months	SD3=\$165
	7–12 Months	SD4=\$220
	Over 12 Months	SD5=\$275
Specially Designated Soldiers	vary	vary

Chapter 4 Attendance at Service Schools

4-1. Applicability

- a. This chapter applies to—
 - (1) AA enlisted soldiers.
 - (2) ARNG and USAR soldiers only when they are serving on active duty, or ADT to attend service school.
- b. This chapter does not apply to combat-disabled soldiers who have reenlisted under AR 601-280 or have continued on active duty under AR 635-40. They will be processed under AR 635-40.

4-2. Application submission

- a. Applications for attendance at service schools will be submitted to the appropriate approval authority listed in table 4-1.
- b. Soldiers serving on a stabilized tour must serve at least five-sixth of that tour prior to submitting an application for attendance at a service school.
- c. Soldiers assigned OCONUS may submit an application for attendance at a service school not more than 5 months or less than 8 months before DEROS.

4-3. Selection criteria

- a. Soldiers must meet the prerequisites (AR 351-1 and DA Pam 351-4) and MOS requirements (AR 611-201) to attend a service school. However, as an exception, soldiers who possess other significant civilian-acquired skills or qualifications may be accepted for entry in the specific course for which applying. If it is later determined that enlistees are qualified for more advanced courses, they must waive their enlistment commitments in favor of the alternate course. Approval must be obtained from PERSCOM(TAPC-EPR-R).
- b. Selection criteria for attendance at Navy and Air Force schools or for courses not listed in DA Pam 351-4 will be announced by PERSCOM.
- c. Selection of soldiers will be based on the best qualified method. Selection of the best qualified soldiers will be based on the requirement for technically trained personnel and the projected assignment for the soldier. When excessive numbers of soldiers apply for the same course, or a limited number of quotas are available, PERSCOM will select the best qualified personnel. Major commanders will not establish additional selection criteria.
- d. Soldiers selected to attend service schools must be able to complete the remaining service requirements in paragraph 4-6.
- e. Normally, soldiers will be selected for schooling in the same CMF which classified. A soldier will not be selected for a course in the same career group which trains at a skill level lower than what the soldier presently qualifies. School training should be in progressively higher skill levels to promote career progression of the soldier. Grade standards shown below apply in selecting soldiers for MOS training.
 - (1) Specialist level courses.
- (a) Privates E2 (PV2s) and privates first class (PFCs) may be selected for specialist-level courses without regard to grade authorization.
- (b) Only specialists in pay grades authorized in the MOS(including skill level) which the course trains may be selected.
- (2) NCO level courses. Only soldiers in the grade of SPC or higher will be selected for an NCO level course. To qualify for selection, soldiers must be in a grade equal to or lower than the highest grade authorized for the school-trained MOS (including skill level).
- f. Soldiers will not be selected for successive attendance at two or more courses in different entry groups unless training in one course is a prerequisite for the second or training is directed by PERSCOM.
- g. Soldiers who have successfully completed a service school course will not be selected again for the same or an equivalent course unless such training is required to maintain proficiency in the MOS. Soldiers will not be selected to attend a course if, because of

prior training or experience, they already possess the knowledge and skills which would be trained through successful completion of the course. Requests for exception must clearly explain why school training is necessary if the soldier—

(1) Holds, as primary, the MOS which contains the skills taught in the course. It must be assumed that, if pertinent regulations have been followed, a soldier who has been awarded a PMOS is fully qualified in that MOS.

(2) Does not hold the MOS the course trains but has performed duty in that MOS and is qualified for award of the MOS. (Unless otherwise prohibited by this regulation, a soldier who has performed in an MOS for an extended period of time should be considered qualified and awarded the MOS.) Those MOS which require formal training are identified in AR 611-201.

(3) Is drawing proficiency pay and holds the MOS as a verified MOS.

h. Except as authorized (in para e) soldiers who have completed a school course will not be selected again for school until they have served in their MOS for the time required by the service-remaining requirement.

i. Commanders who are OCONUS will select soldiers to attend Army service schools during the term of service in their command only when qualified soldiers are not available through normal replacement channels. Selectees will attend the school in a TDY status. On completion of the course they will be returned to the OCONUS command. Temporary duty attendance at NCOES courses and return to the OCONUS command is authorized provided the soldier will have at least 6 months remaining to serve in the OCONUS command after completing the course.

j. Soldiers may be involuntarily selected for schooling for retraining in shortage MOS or to further their career development.

k. Soldiers who enlisted under the Stripes for Skills Program are ineligible to attend any MOS-producing school course until completion of 1 year of service in the accelerated grade awarded under the program.

l. Soldiers who do not meet the body composition standards of AR 600-9 will not be authorized to attend professional military schooling. Professional military schooling, as defined in AR 600-9, includes all individual training courses beyond IET. This IET includes entry course non-prior service personnel, basic training, AIT, one-station unit training or one-station training level.

m. The immediate commander will ensure soldiers have the security clearance required for—

(1) The course of instruction.

(2) Award of an MOS following the course if it differs from that required for attending the course. The immediate commander will ensure before the soldier departs for school that the soldier has applied for a security clearance of the level required for award of the MOS.

4-4. Waivers

Soldiers should be encouraged to apply for waivers of course prerequisites in technical MOS-producing courses if they have demonstrated they are capable of completing the course.

a. Waiver requests will be forwarded with the application for training and will include—

(1) Appropriate justification.

(2) All aptitude area scores.

(3) The course prerequisite(s) to be waived.

(4) Any outstanding facts to support the request.

b. Granting waivers for prerequisites is authority for the soldier to be enrolled in the course which applying.

c. Soldiers desiring to waive an enlistment or reenlistment commitment to attend a school course or to select an alternate course must sign the following statement. "I voluntarily waive enlistment choice made at the time of my enlistment in favor of attending (course number and title). I realize and fully understand that on school completion, I will be assigned according to the needs of the Army."

4-5. Administrative guidelines

a. Soldiers ordered to Army service schools from organizations in CONUS will take clothing and equipment required by AR 700-84. Special clothing required for the course (DA Pam 351-4) will be furnished to soldiers before they depart for school. Soldiers ordered to schools directly from an OCONUS command will be furnished required clothing and equipment that are available in the command. Items that are not available will be furnished to soldiers on arrival at the school.

b. Soldiers will be advised that family member travel and shipment of household goods to schools at Government expense is not authorized under Joint Federal Travel Regulations (JFTR) unless the soldier is being assigned PCS to a school or installation to attend one of the following:

(1) A course of 20 weeks or more.

(2) Two or more courses for a cumulative period of 20 weeks or more at any one duty station.

c. Family members will not accompany soldiers ordered to schools from OCONUS commands at Government expense when they are scheduled to return OCONUS, regardless of the length of the course. However, if family members do accompany or join them at their own expense, soldiers need to be advised that they may encounter some of the hardships below.

(1) On-post family housing is not available. Students normally are not permitted to live off-post.

(2) In many areas, housing near schools or installations is unavailable or extremely costly. In some areas, if it is available, it is substandard.

(3) Rigid training schedules often preclude regular visits away from school or installation.

(4) Soldiers in CONUS who are entitled to family member travel and shipment of household goods (JFTR) and who are selected for a course or courses of less than 20 weeks will sign the following statement, which will be filed per AR 600-8-104. "I have been advised of the provisions of JFTR, which restrict family member travel and movement of household goods to schools at Government expense when scheduled course is less than 20 weeks in duration. I understand that if my family members accompany me to the school, it will be at my own expense. I also understand that PCS orders for assignment on completion of course, when applicable, will authorize family member travel and movement of household goods only from the station I was ordered to school to the new PCS assignment. I further understand that if my PCS orders are canceled and I am returned to my old permanent station, I am not entitled to a dislocation allowance. Failure to complete the course satisfactorily will result in cancellation of the PCS portion of the orders."

d. Guidelines for assignment or attachment of soldiers selected to attend service schools will be specified in their orders.

e. Any leave en route to the school or on completion of the course will be granted under AR 600-8-10.

4-6. Service-remaining requirements

a. Unless PERSCOM directs otherwise, in-service career soldiers must meet the service-remaining requirements appropriate for the selected courses. This applies to soldiers who attend service schools in a PCS, TDY pending further orders (TDPFO), TDY en route, or TDY and return status. It also applies to those who attend functional courses, seminars, and so forth, at civilian institutions (on a contract or reimbursable basis) for training not available in the service school system and where no other established service-remaining requirement exists. Soldiers who do not meet the service-remaining requirement can qualify by extending their enlistment or by reenlisting. Extensions of enlistments will be accomplished under AR 601-280, before soldier complies with orders directing movement to the school. The only exceptions to the service-remaining requirements are—

(1) Students who meet prerequisites at the beginning of a course and who are recycled, hospitalized, or lack security clearance may be put in the next available course. Approval must be obtained from PERSCOM (TAPC-EPR) for reclassified soldiers (or soldiers who

have reenlisted for retraining) prior to placement in the next available course. The amount of service-remaining requirement will not be changed. Enlistment commitments will be honored without any additional service-remaining requirements.

(2) Soldiers selected for additional schooling under special training programs before completing basic training (BT) or AIT must meet the service-remaining obligation prescribed by the regulation for that program.

b. The required amount of the service-remaining requirement will be computed from the completion date of the course. When soldiers are selected to attend two or more successive courses, the combined course lengths will be added to obtain the total service-remaining requirement. This combined amount will not exceed 36 months. Service-remaining requirements will be based on the course length shown in table 4-1, unless otherwise stated.

Table 4-1
Service obligation for training

Course length (in weeks)	Service time remaining (in months)
Less than 4	6
4-9	9
10-11	10
12	11
13	12
14-15	13
16	14
17	15
18-19	16
20	17
21	18
22-23	19
24	20
25	21
26-27	22
28	23
29	24
30-32	25
33-36	26
37-40	27
41-45	28
46-50	29
51-55	30
56-60	31
61-65	32
66-70	33
71-75	34
76-80	35
81 or more	36

c. Soldiers attending the following NCOES courses will incur a 6-month service-remaining obligation, upon graduation.

(1) Primary Leadership Development Course (PLDC).

(2) Basic Noncommissioned Officers' Course (BNCOC).

(3) Advanced Noncommissioned Officers' Course (ANCOC).

d. Soldiers attending the U.S. Army Sergeants Major Course (USASMC) will incur a 24-month service remaining obligation, upon graduation.

e. Soldiers attending the following courses will incur a 36 month service remaining obligation.

(1) Middle Enlisted Cryptologic Career Advancement Program (MECCAP).

(2) Military ELINT Signals Analyst Program (MESAP).

(3) Military Intern Sigint Analyst Program (MINSAP).

(4) 93B (Aeroscout Observer).

(5) Training associated with MOS 67R or 76S.

(a) Soldiers declining to extend or reenlist will be denied training and will be considered for reclassification.

(b) Unless soldiers with 17 or more years of active Federal service agree to the service-remaining obligation they are ineligible for such training.

(c) Initial termers and soldiers with less than 4 years for pay are exempt from this service-remaining requirement.

(6) Training associated with entry into CMF 18.

f. Soldiers attending the Battle Staff Course will incur a 12-month service remaining obligation upon completion of training.

g. Regular Army (RA) soldiers who will become eligible to retire under section 3914 or 3917, title 10, United States Code(USC), must agree to meet their service-remaining requirement to attend the selected course. Soldiers will be required to sign a statement before movement to the school, acknowledging that they have been informed that voluntary retirement will not be approved until the required service is completed after either graduation or termination of class attendance (AR 635–200, para 12–9c).

h. Soldiers in the ARNG and USAR units on active duty who are selected to attend service schools must sign an agreement that they will remain on active duty to complete the course although their units may be released from active duty earlier.

i. Soldiers scheduled for training as a result of participation in the BEAR program must be extended for the number of months stipulated in AR 601–280, chapter 9, prior to departure for training.

4–7. School assignment and classification

a. Soldiers' records will be evaluated upon arrival at school in a PCS status. Soldiers' qualifications will be evaluated to—

(1) Ensure input of qualified personnel to school courses.

(2) Preclude unnecessary training of soldiers already qualified in the skills and knowledge taught in the course.

(a) Soldiers who meet course prerequisites or those for whom a waiver has been obtained will be entered in the selected course.

(b) Soldiers may be assigned by school commandant to a course other than selected only after approval by PERSCOM. A different assignment will be considered when a student fails to qualify for the selected course or is exceptionally qualified for a course other than the selected one, particularly a more advanced course. The U.S.-Army Total Personnel Command (see table 4–2) must approve requests assigning soldiers to another course. However, if the soldier is attending school TDY, the commander shown in the TDY orders must grant approval first.

(c) Soldiers who, because of prior training or experience, possess some of the skills and knowledge of the course will be entered in the course. They will be given only the training needed to qualify for award of MOS, ASI, SQI, language identifier code(LIC), or other qualification identifier.

(d) Soldiers found to be fully qualified in all skills and knowledge in the selected course, and who require no additional training will be classified into the appropriate MOS, or awarded the ASI, SQI, LIC, and reported for assignment. PERSCOM will be advised of these actions.

b. If soldiers are erroneously ordered to school or if a course has been relocated, soldiers will be reassigned as appropriate. Travel will be chargeable to Military Personnel, Army Funds (AR 37–100).

c. In exceptional cases, to correct serious misclassification in original selection, a school commandant may recommend to PERSCOM that a soldier be assigned to another school (course) that is better suited for the soldier by qualification and interests. If PERSCOM approves, assignment will be chargeable to Military Personnel, Army Funds (AR 37–100).

d. On successful completion of an MOS-producing course, graduates will be awarded the school trained MOS. Reclassified soldiers must possess a RCN to be awarded the new MOS.

e. Soldiers who successfully complete a course will receive a graduate certificate and MOS orders and have their records annotated per AR 600–8–104.

4–8. Dismissal from school

Soldiers may be dismissed from school per AR 351–1.

Table 4–2
School application approval authority

Courses	Approval authority
I. MOS-producing, except—	PERSCOM (TAPC–EPR–F) ALEXANDRIA VA 22331–0451
a. CMF97, 79R/79S	PERSCOM (TAPC–EPM–A) ALEXANDRIA VA 22331–0454
b. 97B	PERSCOM (TAPC–EPL–M) ALEXANDRIA VA 22331–0453
c. 95D	US ARMY CRIMINAL INVESTIGATION COMMAND (CIDC–PT) 5611 COLUMBIA PIKE FALLS CHURCH VA 22041
d. CMF18, 37F	PERSCOM (TAPC–EPK–S) ALEXANDRIA VA 22331–0452
II. Functional (including ASI/SQI) or non-MOS producing courses, except—	PERSCOM (TAPC–EPT–F) ALEXANDRIA VA 22331–0457
a. Airborne	
(1) Training and assignment	PERSCOM (TAPC–appropriate career branch) ALEXANDRIA VA 22331–xxxx
(2) Training	PERSCOM (TAPC–EPT–F)
b. Ranger	
(1) Training and assignment	PERSCOM (TAPC–EPK–I) ALEXANDRIA VA 22331–0452
(2) Training	PERSCOM (TAPC–EPT–F)
c. AMEDD functional(Non-MOS/Non-ASI producing courses)	HQDA (SGPE–EDT) WASHINGTON DC 20324

Chapter 5

Optional Assignments and Soldier Initiated Assignments or Actions

Section I

Optional Assignments

5–1. Scope

Soldiers must volunteer for optional assignments. They also must be highly motivated to complete the required training and successfully perform the duties. Because of the unique mission or capabilities of the units, a high state of readiness is required. Therefore, volunteers will be assigned on a priority basis. Stringent screening processes exist to ensure that only the highest quality volunteers are accepted and assigned. Soldiers who desire to apply for duty or assignment may do so without regard to current assignment. Only fully qualified soldiers will be accepted for duty in the following optional assignments:

- Airborne positions.
- Ranger positions.
- Special Forces positions.

5-2. Objectives

a. The objective of the airborne program is to ensure an adequate number of parachute qualified soldiers are available to maintain a high state of readiness.

b. The objective of the ranger program is to maintain Army readiness through ranger qualified soldier (SQI "G" and "V").

c. The objective of Special Forces is employment of highly specialized elements to accomplish specially directed strategic missions in times of peace, conflict, and war, in support of national interests and/or security. Many of these special operation missions are conducted at times when employment of conventional military forces is not feasible or is not considered in the best interests of the United States. Training for and participation in these missions are arduous, somewhat hazardous, and often sensitive in nature.

5-3. Airborne duty (special qualification identifier "P" (parachutist))

a. Soldiers must successfully complete airborne training (be awarded SQI "P" to be assigned to an airborne position. See chapter 4 for training.

b. Soldiers assigned to an airborne position or unit will serve a 3-year tour unless they are—

(1) Physically disqualified.

(2) Exempted by the general court-martial convening authority (GCMCA).

(3) Separated from the Service.

(4) Accepted for another airborne, ranger, special forces, or other training or assignment that has higher priority.

c. Airborne soldiers are managed by the career management branch that controls their MOS.

d. All airborne qualified soldiers are given equal consideration with their peers in career development actions.

e. Airborne qualified soldiers assigned to non-airborne positions may apply for reassignment to an airborne position.

f. Qualified airborne soldiers may be involuntarily assigned to an airborne unit if necessary to maintain a high state of unit readiness. Experienced airborne qualified soldiers assigned to non-airborne duty positions may volunteer for permissive parachute status. Guidance is located in AR 614-100.

g. Airborne qualified soldiers who are excess to the needs of an unit, regardless of MOS, may be reassigned to satisfy Army-wide requirements. First priority will be to assign them to other airborne units.

h. Soldiers who were rejected for, or relieved from, airborne training or duty (because of temporary physical limitation or failure to qualify in the physical readiness test) and who later qualify for airborne training or assignment may reapply for airborne training.

i. Soldiers who have been terminated from airborne duty will be reported to PERSCOM (TAPC-appropriate career branch) so they may be reassigned. When possible, soldiers will be locally reassigned to reduce PCS costs.

j. Soldiers who terminate airborne status will have SQI "P" withdrawn. Since SQI "V" and the ASI "F7" are dependent on SQI "P," those, if held by the soldier will also be withdrawn.

5-4. Ranger assignments (special qualification identifier "G" (ranger) and "V" (ranger parachutist))

a. Male soldiers may volunteer for ranger duty. They will be briefed on all aspects of ranger duty prior to submitting their applications.

b. There are two types of ranger assignments; nonregiment positions (airborne and non-airborne) and the 75th Ranger Regiment (airborne positions).

c. All nonregiment positions require soldiers to be ranger qualified. Soldiers who volunteer for ranger training, must meet the minimum medical fitness standards (AR 40-501) and prerequisites for ranger training (chap 4 and DA Pam 351-4) and airborne training (when applicable) will attend training TDY and return to parent organization or TDY en route to assignment.

d. Assignments to the 75th Ranger Regiment are voluntary. Soldiers desiring an assignment must submit a formal application and meet the following:

(1) Hold an MOS and grade that is authorized in the 75th Ranger Regiment (verify authorized MOS with PERSCOM (TAPC-EPK-I) (DSN-221-7676).

(2) Be airborne qualified, or be qualified to attend airborne training (chap 4).

(3) Be ranger qualified, or be qualified to attend ranger training (chap 4), if soldier is Combat Arms or Combat Support MOS, SGT and above.

(4) Have 24 months retainability upon arrival at the 75th Ranger Regiment, or take action to acquire sufficient service to meet the minimum period prior to departing losing command (AR 601-280).

(5) Be eligible for and retain as a minimum a "Secret" clearance.

(6) Not be undergoing court-martial proceedings, under investigation which may result in trial by court-martial, or under suspension of favorable personnel actions (AR 600-8-2).

(7) Not be convicted by special or general court-martial, or have any record of time lost under section 972, title 10, USC, during their current term of service.

(8) Not be an airborne or ranger-terminee, unless the termination was for reasons of extreme family problems.

e. Soldiers who enlist for the 75th Ranger Regiment need not apply. They will be assigned according to their enlistment commitment.

f. Soldiers stationed OCONUS may submit their application at least 8 but not less than 5 months prior to their DEROS. However, soldiers selected for the 75th Ranger Regiment and/or training will complete the normal OCONUS tour, unless an exception is granted.

g. Soldiers who are CONUS based may submit their application anytime, however, they must serve 1 year TOS prior to PCS.

h. Soldiers in the grades of SPC and below (and normally combat service support MOS (regardless of grade)) are assigned to the 75th Ranger Regiment prior to attending school. Once these soldiers meet the unit selection criteria and are determined to be qualified, they will attend ranger training TDY and return.

i. Combat Arms and Combat Support MOS soldiers in the grades of SGT and above will attend training en route to the 75th Ranger Regiment.

j. Ranger qualified soldiers (with SQI "V") may be assigned to the 75th Ranger Regiment for unit readiness.

k. Upon successful completion of ranger training, soldiers will be awarded SQI "G" when non-airborne qualified or "V" when airborne qualified.

l. Soldiers will be terminated from ranger duty with the 75th Ranger Regiment when—

(1) They request termination from the regiment, and/or airborne status.

(2) They refuse to jump from an aircraft while participating in an airborne operation.

(3) Their security clearance is withdrawn.

(4) They lose physical qualifications.

(5) They fail to fulfill professional requirements, or are found unsuitable, as evidenced by any of the following (not all inclusive):

(a) Civil convictions (whether or not an appeal is pending resolution) for a felony offense or an offense involving moral turpitude or any other conviction for civilian criminal offenses which result in suspended or unsuspended punishments of more than 6 months confinement or a fine in excess of \$5,000.

(b) Upon initiation of any adverse administrative elimination action for reasons specified in AR 635-200.

(c) Repeated failure to perform MOS, SQI, or ASI related duties after counseling.

(d) Any other act or series of acts inconsistent with the integrity, professionalism and conduct required of a ranger.

m. Soldiers terminated from the 75th Ranger Regiment status will be reported as IAs (para 3-15).

5-5. Special Forces assignments (policy and selection criteria)

a. Male soldiers (SPC through SSG) may volunteer for SF duty provided they—

(1) Are high school graduates or have general education development (GED) certificates.

(2) Are airborne qualified, or are qualified for and volunteer to attend airborne training.

(3) Reclassify to CMF 18 upon successful completion of SFQC and language training.

(4) Are not under suspension of favorable personnel action (AR 600-8-2).

(5) Do not have 30 days or more lost time under 10 USC 972 within current or preceding enlistment.

(6) Have not been convicted by court-martial or have disciplinary action under the UCMJ (article 15) in their OMPF. This provision can only be waived in special circumstances by CG, USAJFKSWCS.

(7) Have not received a bar to reenlistment.

(8) Have not been terminated from SF, ranger, or airborne duty, unless termination was due to extreme family problems.

(9) Pass the SF medical examination (including EKG) under AR 40-501 and meet the body fat composition requirements in AR 600-9.

(10) Can meet the SF Assessment and Selection Course (SFASC) prerequisites in DA Pam 351-4.

b. Soldiers must successfully complete the SFAS course before they can attend the SFQC. Soldiers will attend the course in a TDY and return status, and normally attend at anytime; however, the following exceptions apply:

(1) Soldiers on OCONUS AIs must have their career branch's approval to attend but will not be scheduled for SFQC until completion of their DEROS.

(2) Soldiers on AIs to dependent restricted short-tour may attend SFAS if a deferment is not required but will not be scheduled for SFQC until completion of their DEROS.

(3) Soldiers who volunteer for SFAS prior to receiving AIs will be deferred to allow attendance at the SFAS course. Graduates' assignment to the SFQC will take precedence over any assignment conflict provided the soldier volunteered for SFAS prior to receiving AIs.

c. Upon successful completion of the SFAS course, soldiers will be evaluated for placement in the most applicable SFQC. Prerequisites for the SFQCs are in DA Pam 351-4. Soldiers will be scheduled for the next available SFQC provided—

(1) A second PCS in the same fiscal year is not required for OCONUS-based soldiers.

(2) Soldiers who are CONUS based have completed at least 1 year TOS prior to PCS to school.

(3) They will not reach their retention control point (RCP) prior to the scheduled SFQC graduation date, unless they are selected for the 18D course. Candidates of 18D requiring a RCP waiver may be reviewed on a case-by-case basis.

d. Soldiers must obtain at least an interim secret clearance (based on initiation of a National Agency Check (NAC)) prior to starting the SFQC, and be able to obtain a final secret clearance prior to graduation.

e. Upon successful completion of the SFQC, graduates will—

(1) Be accredited with BNCOC attendance.

(2) Attend the SF Basic Military Language Course (BMLC). However, this may be waived if the soldier is proficient in one or more languages.

f. Service-remaining obligation for CMF 18 is 36 months (see para 4-6e(6)). For soldiers who attend the SF BMLC, the remaining service obligation will begin upon completion of the SF BMLC.

g. Soldiers will be terminated from SF duty, CMF 18 MOS withdrawn, and reported for reclassification and assignment when—

(1) They request termination from SF duty or airborne status.

(2) They refuse to jump from an aircraft while it is airborne during a scheduled airborne operation.

(3) Their security clearance is withdrawn.

(4) They lose physical qualifications.

(5) They fail to fulfill professional requirements or are found unsuitable, as evidenced by any of the following (not all inclusive):

(a) Civil convictions (whether or not an appeal is pending resolution) for a felony offense or an offense involving moral turpitude, or any other conviction for civilian criminal offenses which result in suspended or unsuspended punishments of more than 6 months confinement or a fine in excess of \$5,000.

(b) Upon initiation of any adverse administrative elimination action for reasons specified in AR 635-200.

(c) Repeated failure to perform MOS or ASI related duties after counseling and rehabilitative reassignment.

(d) Any other act or series of acts inconsistent with the integrity, professionalism, and conduct required of a SF soldier.

h. Soldiers terminated from SF duty will be reported as IA.

i. Soldiers who deliberately terminate from SF will have a permanent entry made on their DA Form 2-1 (AR 600-8-104).

Section II Soldier Initiated Assignments

5-6. Exchange assignments

a. For mutual convenience, soldiers may request on a DA Form 4187 (Personnel Action), exchange assignments, often referred to as SWAP assignments (current duty only), with other soldiers. Both soldiers must agree and be of the same grade and MOS and be similarly qualified. The initiating soldier must include the following statement on the DA Form 4187, "I have read and understand the provisions of AR 614-200 and hereby waive any and all claims against the U.S. Government for transportation for myself, my family members, my household goods, and my personal property incident to travel and shipment resulting from reassignment from (current station) Fort Defense, Virginia, to (new location) Fort Service, New York, as requested by me. I further agree to waive any and all claims against the U.S. Government for mileage allowances and/or per diem allowance both for myself and my family" and include the other soldier's statement (fig 5-1).

b. Exchanges must be CONUS to CONUS or OCONUS within their same OCONUS command.

c. The commanders of both soldiers concerned must concur in the proposed exchange assignment, and agree on the date of assignment.

d. Soldiers must serve at least 12 months at current duty station and have at least 12 months time remaining in service upon arrival at the gaining installation.

e. Soldiers will pay all costs incurred in relocation, and all travel time will be charged as ordinary leave.

f. Eligibility for foreign service does not change, and no stabilization period is authorized for either soldier.

g. Soldiers in receipt of AIs, or in a deployed status, are not eligible.

h. If a married Army couple currently occupying a common household is separated because one soldier is granted an exchange assignment, the other soldier may not apply for reassignment to the same installation to reestablish a joint residence.

5-7. Assignment of sole surviving son or daughter

a. A sole surviving son or daughter is the only remaining son or daughter in a family where the father, mother, or one or more sons or daughters—

(1) Was killed in action or died in the line of duty while serving in the Armed Forces as a result of wounds, accident, or disease.

(2) Is captured or missing-in-action.

(3) Is permanently 100 percent physically disabled (including 100 percent mental disability) as decided by the Veterans Administration or one of the military services and is hospitalized in a continuing basis and is not gainfully employed because of disability.

b. The continued existence of a family unit (any other living family member) is not a requirement to gain (or retain) sole surviving son or daughter status. This also applies to the existence of a

sole surviving son (or daughter) having one or more sisters (or brothers).

c. These rules do not apply to single parents unless the single parent is also a sole surviving son or daughter.

d. Separation policies pertaining to soldiers who become a sole surviving son or daughter after enlistment are contained in AR 635-200.

e. Sole surviving sons or daughters, upon request (or request from soldiers' immediate family) for noncombat duty may not be assigned to duties normally involving actual combat or to duty where the soldier might be subjected to hostile fire.

f. Soldiers may waive entitlement to the assignment limitation, whether entitlement was based on the soldier's own application or the request of soldiers' immediate family.

g. Unless entitlement is waived, soldiers will not be assigned to—

(1) Combat and hostile fire areas.

(2) Duties that require travel within the limits of the hostile fire zone.

(3) A command where combat conditions exist, unless the area is not physically located in the geographical limits of the hostile fire zone.

h. Soldiers who have waived sole surviving son or daughter status may request reinstatement of that status at any time. If reinstatement is approved, soldiers will be removed promptly from the hostile fire area or to a "safe haven" within the combat zone until reassignment.

i. Sole surviving sons or daughters who have received AIs to a combat zone or hostile fire area will be held at the home station pending reassignment.

Section III Compassionate Actions

5-8. Overview

a. Compassionate actions are requests from individual soldiers when personal problems exist. The two types of compassionate requests are when personal problems are—

(1) Temporary (resolvable within a year).

(2) Not expected to be resolved within a year.

b. Soldiers may be reassigned, deleted, or deferred from AIs or attached as a result of an approved compassionate request. Soldiers requesting reassignment may be assigned to an area other than their requested geographical preference based on availability of medical services and the needs of the Army.

c. Soldiers may request reassignment from—

(1) CONUS to CONUS.

(2) OCONUS to CONUS.

(3) CONUS to OCONUS.

(4) Within same OCONUS command.

d. Normally, the following conditions alone are not a basis for a compassionate request:

(1) Soldier's desire is to be in a new area.

(2) Divorce or separation that is the result of family separation due to military requirements.

(3) Legal actions and court appearances for matters relating to divorce and/or child custody issues.

(4) Recent awarding of custody of dependent child or children to the soldier under the terms of a divorce or legal separation by temporary or permanent court order.

(5) Sole parenthood.

(6) Pregnancies involving threatened miscarriage, breech birth, cesarean section, or RH incompatibility of spouse.

(7) The problem can be expected to be resolved by family members joining the soldier at their duty station.

(8) Minor allergies suffered by the members of the family due to climatic conditions.

(9) Problems relating to home ownership or housing shortages.

(10) Financial problems alone or as the result of mismanagement

of financial affairs by the soldier or the soldier's family, or problems related to an off-duty job, spouse's job, or private business activities.

(11) Chronic problems relating to parents or parents-in-law.

e. Soldiers are not authorized to submit more than one request for reconsideration for the same or similar extreme family problem.

f. Commanders having approval authority will review each application to determine that established standards have been met. Requests that do not meet standards for a change in assignment will not be approved by GCM authority. Applications that are not approved will be returned to the soldiers. Reasons for disapproval will be given.

5-9. Criteria

a. Compassionate requests must be initiated by the individual soldier concerned. For soldiers who are enrolled in the MACP, their spouse will receive compassionate consideration unless otherwise indicated in the remarks section of DA Form 3739 (Application for Compassionate Actions). However, this does not guarantee favorable consideration.

b. The problem cannot be resolved through the use of leave, correspondence, power of attorney, or the help of family members or other parties.

c. If the problem involves a family member, the soldier must be related. A family member includes spouse, child, parent, minor brother or sister, person in loco parentis, or the only living blood relative of the soldier. Other persons, including parents-in-law, may also be considered, provided they are documented as authorized family members (AR 600-8-14). If the problem is based on conditions of the parents-in-law, there must be no other family members of the spouse's family to help solve the problem.

d. There must be a valid MOS and grade authorization at the requested installation or activity.

e. Soldiers' AIs may be deferred (see AR 600-8-11) pending the results of their compassionate request. However, soldiers in basic training will not be deferred from AIT pending the results.

f. Soldiers having an unfulfilled enlistment commitment must sign a waiver statement if their compassionate request is approved.

g. Soldiers requesting compassionate reassignments from OCONUS locations where medical care for family members is not available, as determined by appropriate medical authorities (HSSA Europe, 18th MEDCOM or MACOM Surgeon General), must submit appropriate medical documentation verifying care is not available.

5-10. Supporting documentation

The following documentation will be included (as appropriate) with the DA Form 3739 (see fig 5-2).

a. *Medical problems.* A signed statement from the attending physician giving the specific medical diagnosis and prognosis of illness. The statement will include date of onset, past and anticipated periods of hospitalization, period of convalescence, and anticipated life expectancy for terminal cases. The statement will list any other factors which establish the soldier's presence as having a bearing on the medical condition. For cases involving reassignment from OCONUS location where medical care for family members is not available, include justification to that fact, from appropriate medical authorities (see para 5-9g).

b. *Legal problems.* A signed statement from a licensed attorney stating the problem and the reasons why alternative solutions other than reassignment of the soldier are unacceptable. If applicable, a copy of court order, divorce decree, or other pertinent legal documents will be submitted.

c. *Rape/child abuse.* Statements from police, social service agencies and/or examining physicians.

d. *Marital and dependent status.* When cases involve reassignment of soldiers to dependent restricted tours (soldiers not authorized transportation of dependents, JFTR para U5222D), a statement by the soldier, witnessed by an officer, will be included. It will specify that the soldier has been advised that travel for dependents at Government expense is not authorized.

e. Other problems. Supporting statements from responsible persons (for example, clergymen, social workers, court clerks, American Red Cross personnel), who have personal knowledge of the problem.

5-11. Compassionate requests when problems are temporary

The following criteria is in addition to the criteria listed in paragraph 5-9.

a. The problem must be temporary and resolvable within 1 year.
b. The problem neither existed nor was foreseen at the time of the latest entry on active duty. Reenlistment without a break in service is not considered to be the latest entry on active duty.

c. Commanders with GCMCA, on a one-time basis, may—
(1) Temporarily defer, up to 60 days, soldiers' AIs when the request for family travel was submitted late due to extensive evaluation and testing of family members identified during mandatory medical screening in support of the Exceptional Family Member Program (EFMP) (not applicable to IET students).

(2) Delete soldiers' AIs when, within 9 months of soldiers' report date—

(*a*) The spouse or minor child is deceased.
(*b*) There has been a documented rape of spouse or minor child, and the soldier's presence is essential to resolve related problems.
d. Situations not stated in paragraph *c* will be decided by PERSCOM (TAPC-EPC-S). The following are examples of conditions which normally warrant approval:

(1) Terminal illness with less than 12 months life expectancy of an immediate family member documented by attending physician.

(2) Scheduled major surgery of soldier's spouse or minor child with 12 months or less recovery/rehabilitation documented by attending physician.

(3) A recent severe psychotic episode involving a spouse or child.

(4) Soldiers' minor children are being made wards of the court or placed in an orphanage or foster home as a result of family separation. Separation must be the result of military service and not because of neglect or misconduct on part of the soldier.

(5) Adoption cases in which the home study (deciding if a child is to be placed) has been completed and a child is scheduled to be placed in soldiers' home within 90 days. Additionally, if soldiers are pending reassignment action, the soldiers must have initiated the adoption proceedings before notification of reassignment.

(6) Soldiers en route from an accompanied OCONUS tour to an unaccompanied OCONUS tour may be deferred for up to 30 days. The deferment is for settlement of family when the soldier's presence is required for unforeseen problems.

5-12. Compassionate requests when problems are not expected to be resolved within a year

The following criteria are in addition to the criteria listed in paragraph 5-9.

a. A second PCS in the same fiscal year is not involved.
b. A valid requirement (requisition) for the soldier's grade and PMOS must exist at the desired location.

c. The following are examples of conditions which normally warrant approval:

(1) Extreme family problems stated in paragraph 5-11 that cannot be resolved in 1 year.

(2) A recent death in the soldier's family other than spouse or minor child and extenuating circumstances exist.

(3) Serious chronic health problems.

(4) Disabling allergies that will be aggravated by climatic conditions.

5-13. Compassionate reassignments under emergency conditions

a. Soldiers in a leave status may apply for a change in assignment through the commander of the nearest Army installation or activity that has a personnel or administration office provided—

(1) They have a verified compassionate problem that can be resolved only by remaining in area of attachment.

(2) The local commander, based on soldiers' supporting documents, determines that an emergency situation exists.

b. An Army installation is defined as any unit which normally initiates personnel actions. This includes but is not limited to, military entrance processing stations (MEPS), the U.S. Army Recruiting Battalion, and depots.

c. Normally, soldiers who are returned from OCONUS on emergency leave qualify as emergency cases. These soldiers may contact the nearest military personnel and transportation assistance officer (MPTAO). Soldiers who cannot report to an installation should telephone PERSCOM (TAPC-EPC-S) during duty hours (area code 703) 325-4812.

d. Soldiers may be attached for 15 days to the installation or activity processing the request when—

(1) Authorized by PERSCOM (TAPC-EPC-S). Attachment request may be forwarded to PERSCOM via EDAS (Compassionate Attachment Function) and

(2) Soldiers submitted a compassionate request at the assigned activity or installation prior to departure on leave or

(3) Documented grounds exist for submitting a compassionate request.

e. Attachment, for soldiers on leave from or en route between CONUS installations must have approval of the gaining commander and PERSCOM (TAPC-EPC-S).

f. During attachment—

(1) Soldiers' grade and MOS do not need to be authorized at the installation or activity processing the request.

(2) Payment of per diem and travel allowance is not authorized.

(3) The compassionate request (if not submitted prior) must be processed. If soldiers have not applied by the end of 15 days, soldiers will be released from attached status and directed to comply with current AIs or return to parent unit.

(4) Soldiers will remain at the installation and perform duties as directed by the commander. Soldiers will be granted enough free time to permit them to document their request. However, any absences in excess of 72 hours will be charged as ordinary leave.

g. If the application has been submitted to PERSCOM (TAPC-EPC-S), soldiers will remain attached until a reply is received. When no response has been received within 15 days, local commanders must contact PERSCOM (TAPC-EPC-S) (DSN: 221-4807 or commercial (703) 325-4807) for status and appropriate action.

h. Release from attachment—

(1) Soldiers will be released from attachment as directed by PERSCOM (TAPC-EPC-S).

(2) Under no conditions will installations grant additional attachment for compassionate reasons without approval of PERSCOM (TAPC-EPC-S).

Section IV Married Army Couples Program

5-14. Applicability

Provisions of this section apply to RA soldiers married to members of the RA, other U.S. military services, or to the Reserve Components. Soldiers married to civilians are not included.

5-15. Scope

a. Married Army couples desiring joint assignment to establish a common household (joint domicile (JD)) must request such assignment by enrolling in the MACP. Application for enrollment must be submitted not later than 30 days from the date of marriage. Marriage must be valid per AR 37-104-4. Action based on intended marriage will not be considered even as an exception to policy.

(1) Only one soldier needs to request enrollment in the MACP when both soldiers are serviced by the same MPD/PSB (signatures of both soldiers required); otherwise both must apply.

(2) When one soldier is considered for reassignment the other

soldier is automatically considered for assignment to the same location or area. Assignment instructions for each member will indicate whether or not a joint assignment is approved. If one soldier is considered for assignment and the other soldier does not have sufficient time remaining to ETS for an assignment and does not reenlist or extend, the provisions of the MACP do not apply.

(3) Enrollment guarantees JD assignment consideration; however, it does not guarantee that the couple will be assigned together at the same location, and/or at the same time.

(4) Consideration is continuous as long as the couple remains enrolled in the program. Soldiers may terminate enrollment at any time; however, signatures of both soldiers are required, unless soldiers are legally separated or divorced. Future JD consideration for legally separated or divorced couples will also continue until they terminate enrollment.

b. Favorable consideration for joint domicile assignment depend on—

(1) A valid requisition/requirement existing in the same area for both soldiers military PMOS or branch (officers) and grades.

(2) Career progression of both soldiers not being adversely affected and soldiers being otherwise eligible for the assignment.

c. Married Army couples that don't enroll in the MACP indicate that JD assignments are not desired, therefore, this can not be used as the basis to request deletion from an assignment.

d. Other RA married soldiers may not enroll in the MACP but may request reassignment to join their spouse by submitting a DA Form 4187 if—

(1) Married to a member of other U.S. military services.

(2) Married to a member of the Reserve Component and the spouse is called to active duty for 1 year or more.

5-16. Criteria

a. The guideline for a JD is assignments close enough together for soldiers to establish a common household (50 miles radius or 1-hour driving time of each other). Soldiers will not be assigned so they will be in the other soldier's rating chain.

b. Assignment instructions issued prior to enrollment in the MACP remain firm.

c. Deferment or early arrival requests for couples to travel together will not be considered.

d. Married Army couples must meet their military obligations (regardless of assignment), to the same extent as unmarried soldiers or soldiers married to civilians.

e. A reassignment in CONUS, under the MACP, to establish a JD may be granted as an exception. Reassignment is contingent on the following:

(1) A valid requisition exists in the soldier's grade and MOS at the gaining installation, and assignments are near enough to each other to establish a JD.

(2) Losing installation is not critically short in the soldier's grade and MOS.

(3) Soldiers have served a minimum of 24 months (12 months when volunteering to join spouse in an OCONUS area) time-on-station when departing the losing duty station for a CONUS to CONUS reassignment. Soldiers may submit a volunteer request for OCONUS after 6 months time-on-station if military spouse is located OCONUS.

(4) Soldiers must have 24 months time-in-service remaining after arrival at gaining installation (must be able to serve prescribed tour to join spouse overseas). If needed, this service may be acquired through extension or reenlistment prior to departing the losing duty station.

f. Soldiers who are otherwise qualified and not within the reenlistment window may extend their current term of enlistment to have a joint ETS month with their spouse. This extension will not exceed 23 months and will be limited to the number of months necessary to accomplish the joint ETS.

g. All married in-service couples with joint physical and legal

custody of one or more children under age 18 or family members (regardless of age) incapable of self-care must have an FCP (AR 600-20).

h. JD assignments will not be considered when one soldier is attending school in a PCS status. However, consideration will be given upon school completion.

i. Married Army couples may be assigned to the same OCONUS area if—

(1) There is a valid vacancy for both soldiers.

(2) A common household can be established as determined by the gaining command.

(3) Both have enough remaining service to serve prescribed tour. If needed, this service may be acquired through extension or reenlistment prior to departing the losing station. However, neither soldier will be exempt from OCONUS service if (1) or (2) does not exist at the time both are voluntarily or involuntarily assigned OCONUS.

(4) Both have served a minimum of 12 months at current CONUS duty stations.

j. Family travel (AR 55-46) is not automatic upon approval of a JD assignment. Soldiers must apply for family travel and receive approval from the OCONUS command prior to their family's departure.

k. When a married Army couple on an approved OCONUS JD assignment arrives OCONUS at different times, the first arriving soldier's DEROS will be automatically (without soldier's consent) adjusted to equal the spouse's DEROS. The second arriving soldier is not authorized a tour curtailment to meet the spouse's DEROS.

l. When JD assignment to a short-tour OCONUS area cannot be accomplished, the spouse will not be automatically placed on AI to the same area. However, the spouse may submit an individual request to the same short-tour area or a different short-tour area. (This assignment does not provide for establishment of a JD, and the couple is not entitled to Government family housing or other special considerations based on their marital status.) Normally, an assignment to establish a common household in a short tour area will not be approved if housing is not available.

m. Married Army couples with minor family members may volunteer for assignment to a dependent-restricted OCONUS area providing they have proper care for their family members. They will serve the unaccompanied tour unless they request extensions.

n. If both soldiers of a married Army couple with family members are involuntarily assigned to a dependent-restricted OCONUS area, one soldier may request a temporary deferment to arrange for the family member's care.

o. Married Army couples assigned together to a short-tour area that authorizes family members will serve the accompanied tour. However, if the AIs do not indicate soldiers are assigned under the MACP, the couple (even though they share a common household) will serve the unaccompanied tour. Couples may request tour extensions.

p. When one soldier of a married Army couple separates from active duty prior to completion of prescribed tour, the remaining soldier is still obligated to complete the tour.

q. The OCONUS tour lengths for married Army couples are prescribed in AR 614-30.

5-17. Soldiers in advanced individual training

Soldiers who marry during or after advanced individual training (AIT) and have not proceeded to their first unit of assignment and who desire a JD with their spouse, will be enrolled in the MACP. When enrolled, the soldiers will be automatically provided JD assignment consideration prior to completion of training. Both soldiers must apply unless they are both attending AIT at the same location (both signatures required).

a. When both soldiers are in AIT, they will be considered for assignment to the same area. If one spouse has an enlistment commitment for a specific location (unit or station), if possible, both soldiers will be assigned to that location.

b. When both soldiers have enlistment commitments for different

locations, one spouse (in some instances both) must waive the commitment to be assigned together.

c. Soldiers will be retained in AIT pending outcome of JD requests.

d. Soldiers will not be retrained to accommodate a JD request.

5-18. Permissive assignments

A permissive assignment (at no cost to the Government) CONUS to CONUS or intratheater OCONUS areas is another way for a married Army couple to establish JD (only one of the soldiers need apply). Area moves that are CONUS to OCONUS, OCONUS to CONUS, intertheater, and short tour OCONUS under permissive conditions are not authorized. The application submitted will include a statement that if approved, the following rules are understood.

a. Soldiers must have at least 12 months but less than 24 months at current station. (This cannot be waived.)

b. A valid requirement must exist for the soldier's grade and MOS at the gaining location.

c. Soldiers must have or acquire sufficient service to complete at least 12 months at the gaining location. Soldiers who are CONUS based will be stabilized for 12 months at the gaining installation, and OCONUS based soldiers will extend their DEROS, when necessary.

d. Soldiers will pay all expenses incident to travel to the new duty station, including transportation of family members and shipment of household goods. Soldiers will also arrange for shipment of household goods. Government facilities, including packing, movement, and storage will not be used. Soldiers may, however, obtain advice from the local Transportation Office.

e. Travel time in conjunction with the move will be charged as ordinary leave.

f. A permissive assignment request may be withdrawn at anytime prior to departing current duty station. If request is withdrawn, the AIs will be revoked.

(DATE)

STATEMENT

I agree to an exchange assignment with FOX, Guy S., 000-00-0000, SGT 11B20 presently stationed at Fort Defense, VA. If this request is approved, I understand that all expenses (including transportation of family members and household goods) incident to this reassignment will be borne by me. I further understand that any time used as travel time between duty stations will be charged against me as ordinary leave. The following personal data are submitted:

Name: WOLF, John S. Grade: SGT, E5 MOS: 11B Unit and station: Co A, 2d BN, 4th Inf, 86th Inf Division, Fort Service, NY 01122.

JOHN S. WOLF 000-00-0000

Figure 5-1. Sample statement of understanding for an exchange assignment

APPLICATION FOR COMPASSIONATE ACTIONS For use of this form see AR 614-200; the proponent agency is ODCSPER								
DATA REQUIRED BY THE PRIVACY ACT OF 1974								
AUTHORITY: Title 5, USC, Section 301. PRINCIPAL PURPOSE: To determine eligibility for compassionate action. ROUTINE USES: Information may be referred to appropriate authorities to determine if compassionate action can be approved. DISCLOSURE: Disclosure is voluntary. Failure to furnish information requested may result in denial of request for compassionate action.								
FORWARD APPLICATION TO HQDA (TAPC-EPC-S). SUBMIT ONE COPY ONLY. The soldier is advised that if this request for compassionate action is approved, he/she may be assigned to duties in other than PMOS; further, a waiver of any enlistment/reenlistment commitment must be accomplished (AR 601-210, chapter 8 and AR 601-280, chapter 4). If submitted by soldier on leave, DDALV or in attached status, a copy of DA Form 31 or orders must be included with this request.								
1. I REQUEST: <input checked="" type="checkbox"/> a. REASSIGNMENT TO <u>Fort Lee, VA</u> <input type="checkbox"/> b. DEFERMENT OF _____ DAYS FROM ORDERS TO _____ <input type="checkbox"/> c. DELETION FROM ORDERS TO _____ <input type="checkbox"/> d. PERMISSIVE ATTACHMENT OF _____ DAYS AT _____ EFFECTIVE _____								
2. NAME (Last, First, MI) Xibson, Claud L.		3. SSN 000-00-0000	4. RANK SSG	5. PRO-PAY CATEGORY N/A				
6. ENL COMMITMENT 4 Yrs	7. PMOS 75C30	8. SMOS 71L30		9. LATEST PCS 6 Jul 93				
10. CURRENT STATUS <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">ORDINARY LEAVE</td> <td style="width: 50%; text-align: center;">X</td> </tr> <tr> <td>EMERGENCY LEAVE</td> <td style="text-align: center;">DDALV</td> </tr> </table>		ORDINARY LEAVE	X	EMERGENCY LEAVE	DDALV	11a. ASG/ATCH UNIT HHC, 1st Log Cmd		11b. PHONE NO. 687-9999
ORDINARY LEAVE	X							
EMERGENCY LEAVE	DDALV							
12. DEROS N/A	13. DROS 6 Jul 93	14. MARITAL STATUS M	15. DATE OF MARRIAGE 6 Jul 88					
16a. NAME OF SPOUSE Xibson, Sally Z.		16b. AGE 25	16c. PRESENT ADDRESS OF SPOUSE 6791 Waycross Dr., Petersburg, VA 00000					
17. BASD 4 Jul 82	18. PEBD 4 Jul 82	19. ETS 4 Jul 97	20. HOME PHONE (Include area code) NONE					
21. AUTHORIZED FAMILY MEMBERS, CHILDREN OR OTHERS AUTHORIZED AS FAMILY MEMBERS IAW AR 640-3.								
NAME		AGE	RELATIONSHIP					
Joe K.		2	Son					
			Same as item 16c.					
22a. PARENTS (To be completed by all soldiers. Indicate if parents are deceased.)								
NAME		AGE	ADDRESS	MONTHLY INCOME	HEALTH			
FATHER: Deceased								
MOTHER: Ella M.		60	Same as item 16c.	0	Poor			
FATHER-IN-LAW: Deceased								
MOTHER-IN-LAW: Deceased								

DA FORM 3739, JAN 96

Figure 5-2 (PAGE 1). Sample of a completed DA Form 3739

22b. THIS REQUEST IS BASED ON LOCO PARENTIS. I RESIDED WITH THE FOLLOWING PERSONS FROM _____ (Month/Year) TO _____ (Month/Year)				
NAME	AGE	ADDRESS	MONTHLY INCOME	HEALTH

23. SOLDIER'S BROTHERS AND SISTERS WHETHER LIVING AT HOME OR ELSEWHERE AND OTHER MEMBERS OF FAMILY. (include brothers/sisters-in-law, if request is based on in-law problem.)

NAME	AGE	RELATIONSHIP	ADDRESS	OCCUPATION	MONTHLY INCOME

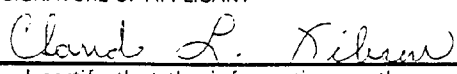
24. HAS SOLDIER SUBMITTED ANY PREVIOUS REQUESTS FOR COMPASSIONATE ACTION?
☐ YES ☒ NO IF YES, INCLUDE DATE SUBMITTED, CIRCUMSTANCES PROMPTING THE REQUEST, AND FINAL DECISION.

25. GIVE REASONS FOR REQUESTING COMPASSIONATE ACTION (If illness or injury is involved, attach statement from attending physician, IAW AR 614-200, chapter 5.)
 Mother has had a heart attack. The diagnosis is blockage of the Arteries. The prognosis for recovery is poor. Life expectancy is one year or less.

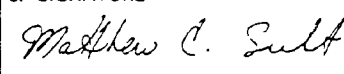
26. WHAT ATTEMPTS HAVE BEEN MADE BY SOLDIER TO REMEDY THE CONDITIONS OTHER THAN APPLYING FOR A COMPASSIONATE ACTION?
 Leave to assist, financial support, etc.

27. REMARKS

28a. I have been interviewed by a commissioned officer and have been advised that false statements on this application will constitute a violation of the UCMJ 1951 (as amended) and may subject me to a trial by court-martial.

b. SIGNATURE OF APPLICANT 	c. DATE 23 Jan 95
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29a. I certify that the information on the request for compassionate action contained herein ☒ HAS BEEN VERIFIED ☐ RECOMMEND APPROVAL ☐ RECOMMEND DISAPPROVAL

b. TYPED OR PRINTED NAME OF COMMANDER/AUTHORIZED REPRESENTATIVE MATTHEW C. SULT, 1LT, TC, PERS OFCR	c. SIGNATURE 	d. DATE 24 Jan 95
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DA FORM 3739, JAN 96

Page 2 of 2

Figure 5-2 (PAGE 2). Sample of a completed DA Form 3739--Continued

Chapter 6

Career Development Programs and Instructor/Adviser Positions

Section I

Career Development Programs

6-1. Overview

a. A career development program is a system of intensive management of selected MOS or CMF. These programs are established to ensure that there are enough highly trained and experienced soldiers to fill positions that require unique or highly technical skills. To develop soldiers with the required proficiency, career fields within each program often require—

(1) Frequent movement from one job to another to gain required experience.

(2) An above average frequency of advanced training.

(3) Lengthy or frequent training periods.

b. Each program provides the opportunity for career progression to the highest enlisted grade within one or more MOS included in the program. Only the most highly qualified and career-motivated soldiers will be accepted into the following career development programs:

(1) Intelligence.

(2) Explosive Ordnance Disposal (EOD).

(3) Technical Escort Training (TE).

(4) Army Bands.

6-2. Objectives

a. The Intelligence Career Program's objectives are to—

(1) Improve the intelligence capability of the Army.

(2) Provide highly skilled soldiers to fill enlisted intelligence requirements within DOD and military intelligence units within the Army.

(3) Provide opportunities and incentives for career enhancement in the intelligence field.

(4) Provide an inventory of soldiers directly engaged in intelligence activities.

b. The EOD's objectives are to—

(1) Provide individual training, intensive career management and development of soldiers according to their demonstrated ability and potential for advancement.

(2) Retain qualified soldiers through greater opportunities, incentives, and job satisfaction.

c. The TE training objective involves duties that include close association with or possibly exposure to toxic chemicals and other hazardous materials during operations and training.

d. The ABCP objectives are to—

(1) Improve the musical and military proficiency of Army bands.

(2) Prepare enlisted soldiers for positions of leadership and responsibility in band operations. This includes administration, training, and supply.

6-3. The Intelligence Career Program

a. Soldiers must possess an PMOS in CMF 33, 96 or 98, or qualify for entry into these by meeting the prerequisites in AR 611-201, to include the applicable security clearance required for the position. Waivers will only be approved in exceptional cases when it is in the best interest of the Army.

b. An EB and SRB recipient may request reclassification if accepted for training in MOS 97B.

c. Language training eligibility requirements, to include schedule of applicable language courses, are in AR 611-6. When feasible, career soldiers in MOS 97E and 98G should be trained in a second operational language to increase assignment flexibility.

d. Soldiers stationed OCONUS may apply for training in MOS 97B after arrival in the OCONUS unit, but not later than 5 months before DEROS. Soldiers approved for school training will not be

assigned to the school until five-sixths of the OCONUS tour has been completed.

e. Soldiers applying for training in MOS 97B who have less than 10 months remaining OCONUS may be required to—

(1) Voluntarily extend the OCONUS tour pending final approval (6 to 9 months processing time required).

(2) Return to CONUS and serve at least 1 year at the new station before attending school (soldiers must sign a statement to this effect).

f. Retention of any MOS awarded under this program depends on—

(1) Continued eligibility for intelligence duties per AR 611-201, unless granted a waiver. career potential.

(2) Satisfactory performance of duties and demonstrated career potential.

g. All newly accredited soldiers will serve probation for 1 year or until age 21, whichever is longer. The probation period will start the first day of duty following award of MOS 97B. During this period, soldiers will not be utilized on sensitive investigations, except under special circumstances. Overall performance, capabilities, and potential during this period will be evaluated continuously. Within 30 days after the probation period, a special recommendation will be submitted stating whether the soldiers should be retained in MOS 97B.

h. Soldiers in Tactical Intelligence Production/Surveillance MOS (96B, 96D, and 96R) may be released (without approval) from the program for the following reasons:

(1) Acts of disaffection, disloyalty, or subversion.

(2) Character deficiencies including indiscretions or improprieties that cause withdrawal of the soldier's security clearance.

(3) Undesirable mental attitude relating to subversion, disloyalty, or disaffection.

(4) Demonstrated inability to perform duties commensurate with military grade and standards.

i. Soldiers assigned MOS in CMF 33, 98, and PMOS 97B may not have their MOS withdrawn without approval. However, pending approval, soldiers may be suspended from duties in CMF 33, 98 and PMOS 97B, and assigned other duties for the following reasons:

(1) Expresses a desire not to perform duties in their assigned MOS. This expressed desire is not to be used solely to evade an assignment that the soldier thinks is unsatisfactory.

(2) Commits acts of disaffection, disloyalty, or subversion.

(3) Exhibits character deficiencies, including indiscretions or improprieties below standards prescribed in this section.

(4) Possesses an undesirable mental attitude (such as an expression of subversion, disloyalty, or disaffection).

(5) Loses badge or credentials through negligence (MOS 97B).

(6) Abuses operational privileges granted to certain intelligence soldiers.

(7) Demonstrates inability to perform duties commensurate with military grade and standards.

j. When soldiers are suspended, disciplinary or administrative action may be taken under the UCMJ or other pertinent regulations.

k. When soldiers are disqualified for duties (AR 380-67, para 2-200) in the Intelligence Career Program, they will be reclassified. Soldiers who are mandatorily reclassified out of an MOS in CMF 33 or 98, or PMOS 97B will not hold, as either an SMOS or AMOS, any MOS in CMF 33 or 98 or PMOS 97B.

l. When soldiers are released from the Intelligence Career Program for reasons outlined in AR 380-67 paragraph 2-200, U.S. Army Central Personnel Security Clearance Facility will be notified.

6-4. The Explosive Ordnance Disposal Career Program

a. Non-prior service soldiers will be required to successfully complete the MOS 55B course before attending 55D training. SGTs and below who have completed at least 2 years of active Federal service may volunteer for initial EOD training. Soldiers who were previously qualified, but have not worked in 55D for 36 months or more may volunteer for 55D by attending the EOD advanced course

at Indianhead, MD. However, soldiers must meet the training selection standards and prerequisites (DA Pam 351-4) and the MOS requirements (AR 611-201).

b. Soldiers are not eligible to apply when they—

(1) Are assigned (or alerted, or under orders for assignment) to units alerted for OCONUS movement.

(2) Are alerted or under orders for OCONUS movement.

(3) Are under court-martial proceedings, investigation which may result in trial by court-martial, or suspension of favorable personnel actions (AR 600-8-2).

(4) Have been relieved from EOD training or duty due to punitive action, cancellation of security clearance, academic failure, or personal request for relief from EOD.

(5) Have received EB or variable reenlistment bonus (VRB)/SRB for current service obligation.

(6) Have lost time under 10 USC 972 within 2 years of the date of application.

(7) Are serving OCONUS (soldiers may apply 10 through 5 months before date eligible for return from OCONUS (DEROS)).

c. First-term soldiers who enlisted for EOD training will be interviewed upon entry into BT. Other soldiers entering the EOD Program will be interviewed before submitting application for EOD training. The interview will include the following information:

(1) The nature and requirements for the training and duties.

(2) When soldiers complete the prescribed EOD training, they will be—

(a) Awarded the appropriate MOS and skill level.

(b) Assigned to EOD duties under the current policies and directives.

(3) A copy of the EOD volunteer statement will be maintained per AR 600-8-104.

d. When soldiers are approved for EOD training, they will be attached (effective 90 days before the Phase I training report date) to the EOD detachment for OJT. Soldiers may be attached earlier provided their current commander agrees. When the approval is received less than 90 days before the reporting date, soldiers will be attached as soon as possible. A PCS is not authorized and the attachment must not involve expenditure of Government travel funds.

e. Initial training for entry into the EOD program is a three-phase process. Phase I is at Eglin Air Force Base, FL; Phase II is at the Naval EOD Station, Indianhead, MD; and Phase III is at Redstone Arsenal, AL. Accepted volunteers will attend formal training on TDY.

(1) If vacancies exist at soldiers' current installations, they will return to that installation after completing the course (TDY and return).

(2) If no vacancies exist, soldiers will attend the course TDY en route to PCS. When soldiers have family members, AIs will be issued when course attendance is approved. Otherwise, they will attend the course in a TDPFO status.

f. Soldiers who fail to complete the prescribed EOD training, or enters the training and later is found to be not qualified, will be removed from the EOD Program and reassigned.

g. Soldiers involuntarily reclassified due to overstrength in the EOD Career Program, may request reentry into the program should a shortage develop.

h. Soldiers may request voluntary release from the program.

6-5. The Technical Escort Training Program

a. Active duty soldiers (PV2 through Master Sergeant (MSG)) may volunteer for TE training, provided they meet the selection standards and prerequisites in DA Pam 351-4 and the MOS requirements in AR 611-201 for the following MOS:

(1) Chemical Operations Specialist (54B).

(2) EOD Specialist (55D).

b. Soldiers are not eligible to apply when they—

(1) Are assigned (or alerted, or under orders for assignment) to units alerted for OCONUS movement.

(2) Are alerted or under orders for OCONUS movement.

(3) Are under court-martial proceedings, investigation which may result in trial by court-martial, or suspension of favorable personnel actions (AR 600-8-2).

(4) Have been previously rejected for or relieved from TE training or duty because of punitive action, cancellation of security clearance, academic failure, or personal request for relief from TE duties.

(5) Are serving OCONUS (exception—soldiers may apply 10 through 5 months before DEROS).

c. Soldiers will be advised of the following (prior to submitting an application):

(1) The nature and requirements for the training and duties.

(2) Upon completion of TE training, soldiers will be assigned TE duties according to current policies and directives.

d. Technical Escort training is held at the U.S. Army Missile and Munitions Center and School, Redstone Arsenal, AL.

(1) If a vacancy exists at soldiers' current installations, they will return to that installation after completing the course (TDY and return).

(2) If no vacancy exists, soldiers will attend the course TDY en route to PCS. When soldiers have family members, AIs will be issued when course attendance is approved. Otherwise, they will attend the course in a TDPFO status.

e. Graduates of the TE training will be awarded ASI J5.

f. Soldiers assigned in a chemical surety program must be qualified or eligible to qualify under AR 50-6, chapter 3.

g. A soldier who fails to complete the prescribed TE training, or enters the training and later is found to be not qualified, will be removed from training and released from the TE program. (See AR 50-6.)

h. Soldiers may request voluntary release from the TE program. However, when soldiers commit an offense while in training that causes disqualification for continued training, they will not be allowed to voluntarily withdraw from TE training. Soldiers will be processed under AR 50-6, chapter 3.

6-6. The Army Bands Career Program (ABCP)

a. Soldiers who hold, or are later awarded, a PMOS in the 02 series are automatically members of the Army Bands Career Program (ABCP).

b. Soldiers may be selected to enter the ABCP on enlistment, reenlistment, or voluntary reclassification into an PMOS in the 02 series. (See AR 601-210 for enlistment options.)

c. Soldiers may not apply for entry in the ABCP when they are—

(1) Serving on an enlistment that receives an enlistment or reenlistment bonus. Soldiers may only apply on subsequent reenlistment.

(2) Alerted for or on orders to an assignment OCONUS.

(3) Under suspended favorable personnel action (AR 600-8-2).

(4) Former members of the ABCP who were involuntarily removed from the program for cause or for failure to maintain a required level of proficiency.

d. To be selected for membership in the ABCP, applicants must meet prerequisites in DA Pam 351-4 for course 450-F1 (Bandsperson Basic Instrumentalist) and have the following:

(1) Ability to read musical notation fluently in the clefs appropriate to their instruments.

(2) Working knowledge of major and minor scales and their related arpeggios, intervals, fundamentals of general musical notation, musical terminology, and key signatures most commonly encountered in band literature for their instruments.

(3) A minimum score of 2.3, as defined in the Audition Procedures Manual, to meet technical proficiency requirements.

e. To standardize bandsperson auditioning procedures and to increase the effectiveness of initial selection, the Tri-Service Band Audition (for all band instruments) has been adopted for AA use.

f. Formal technical (musical) training consists of the following four courses of instruction conducted at the School of Music, Naval Amphibious Base (Little Creek) Norfolk, VA:

(1) Bandsperson Basic Instrumentalist 450-F1; which trains qualified initial enlistees, retrainees, or selectees as instrumentalists of authorized Army bands.

(2) Army Band BNCOC; which trains qualified Army band SSG(SGT(P)) in technical duties required of band section leaders. Selection limited to members of ABCP.

(3) Army Band ANCOC; which trains qualified Army Band SFC, SSG(P), and SSG to conduct ensembles and to assume additional duty unit positions (supply, administration operations) required of Army Band SFC personnel. Selection limited to members of ABCP.

(4) Warrant Officer Basic Course (WOBC) 7N-420C, which trains selected Army enlisted musicians to be Army Bandmaster Warrant Officer, USAR. Selectees are trained in advanced techniques of conducting, music theory, arranging, ear training, band management, and mission accomplishment. Course is part of the Warrant Officers Training System entry level triple-check preappointment accession process.

(5) Warrant Officer Advanced Course (WOAC) 7-51-C32, to provide selected bandmasters with advanced level MOS specific training which will develop and strengthen technical proficiency inherent to leading and conducting Army bands. To also prepare selected bandmasters for advanced-level assignments.

g. Except for Special Band enlistees, and those determined by Chief, Army Bands to be highly qualified, prospective band members will attend AIT at the U.S. Army Element School of Music. Enlistees receiving AIT waivers will be granted constructive credit for AIT.

h. Soldiers who have a PMOS in the 02 series will not be assigned or utilized in an MOS outside that series without prior approval from PERSCOM (TAPC-EPM-A). Exceptions are—

(1) Soldiers pending reclassification out of an MOS in the 02 series may be utilized as directed by installation or division commander.

(2) Soldiers temporarily unable to perform duty as a bandsperson may be utilized as directed by the unit commander.

i. Soldiers assigned to the following band activities are designated as Special Band Members, PMOS 02S. When soldiers are no longer assigned to organizations with authorized MOS 02S positions, the PMOS 02S will be withdrawn. Army personnel are not authorized SMOS 02S.

(1) The U.S. Army Band (Pershing's Own).

(2) U.S. Army Field Band.

(3) U.S. Military Academy Band.

(4) The Old Guard Fife and Drum Corps.

j. Special band members are selected by the commander of the respective band based on the needs of the band and the personal and performance qualification standards established by that commander. As a minimum, soldiers must exhibit the highest standards of military bearing, personal appearance, discipline, and musical expertise equivalent to professional performers in the civilian community. In addition to the standard requirements of the ABCP, PMOS 02S applicants for the U.S. Army (Pershing's Own) and the Old Guard Fife and Drum Corps must be qualified for assignment to a Presidential support activity (chap 8, sec I).

k. Removal from the ABCP or School of Music.

(1) Soldiers may request removal from the ABCP by applying for voluntary reclassification out of CMF 97.

(2) Soldiers will be involuntarily reclassified from an MOS in the 02 series—

(a) Due to successive failures in MOS evaluation or skill tests.

(b) Due to failure to maintain proficiency in an MOS in the 02 series as determined by the bandmaster.

(c) Because of disqualifying physical defects.

(d) For disciplinary reasons when, as a result of disciplinary action, the soldier can no longer perform duties in the MOS satisfactorily.

(3) Termination of special band member status, whether voluntary or involuntary, does not include removal from the ABCP unless provisions of (1) or (2) apply.

(4) Soldiers undergoing initial training for entry into the ABCP may be relieved from enrollment and removed from the program for—

(a) Academic deficiencies.

(b) Disciplinary actions.

(c) Disqualifying physical or medical defects.

(d) Compassionate or hardship reasons.

(e) Falsification of facts on application.

(f) Character or leadership deficiencies.

Section II

Enlisted Instructor or Adviser Positions

6-7. Scope

Only the highest quality soldiers will be assigned as instructors or advisers. Normally, soldiers assigned as instructors will hold SQI "H." Soldiers may volunteer or be selected for an instructor or adviser position, as appropriate, at the following:

a. Combat Training Centers (CTC) and TRADOC schools as Project Warriors (PW).

b. Active Component to Reserve Component (AC to RC) (to include Full-Time Manning (FTM)), and Reserve Officer's Training Corps (ROTC).

c. Uniformed service schools.

d. U.S. Army Sergeants Major Academy (USASMA).

6-8. Objectives

a. The objective of PW is to infuse the expertise developed by Observers/Controllers (O/C) at the CTCs and TRADOC schools to the rest of the Army. CTCs include Joint Readiness Training Center (JRTC) Operations Group, the National Training Center (NTC) Operations Group and designated TRADOC schools.

b. The objective of AC to RC and FTM Advisers, and ROTC instructors is to support the training and readiness of reserve components.

c. The objective of uniformed service school instructors is to train soldiers enrolled at Army service schools, joint service schools, and interservice schools in their respective course curriculums.

d. The USASMA's objectives are—

(1) To train eligible soldiers in the following courses:

(a) CSM (including spouse's course).

(b) SGM (resident and nonresident).

(c) 1SG.

(d) Battle Staff.

(2) To provide common core training for BNCOC and ANCOC.

(3) Proponency for PLDC and Enlisted Professional Development for the Army.

6-9. Selection criteria

The initial selection criteria for instructor duty is as follows:

a. Be a high school graduate or possess the GED equivalent.

b. Have no record of conviction by court-martial or time lost to be made good under 10 USC 972 during current enlistment or last 3 years, whichever is longer.

c. Have no record of civil conviction. An exception may be made for minor offenses that do not disqualify for Top Secret (TS) clearance under AR 380-67.

d. Have no personal habits or character traits that are questionable from a security standpoint, such as financial irresponsibility, foreign holdings or interest, heavy drinking, drug abuse, gambling, emotional instability, and so forth. When considering alcohol and drug abuse do not include persons declared rehabilitation successes under the ADAPC Program.

e. Possess mature judgement and initiative.

f. Have served at least 3 years of active Federal service in any branch of the Armed Forces.

g. Have 3 years time remaining in service upon arrival at assignment, or be able to reenlist or extend to meet the requirement.

h. Have a security clearance consistent with that required to attend the school course which they desire to be an instructor.

i. Must meet minimum reading grade level (RGL) and language grade level (LGL) (measured by Test of Adult Basic Education (AR 351-1, para 5-4)) that is required for attendance to the course being taught.

j. Display good military bearing.

- k. Meet body composition requirements in AR 600-9.
- l. Be able to pass the Army Physical Fitness Test (APFT).
- m. Be fully qualified in the MOS which instructor duty is desired and have at least 1 year of experience in that MOS.
- n. Recently held a leadership assignment.
- o. Have a demonstrated ability to be an instructor.

6-10. Project Warriors at Combat Training Centers

- a. Project Warriors are soldiers that will be doctrine writers or platform instructors at designated TRADOC schools for 2 years.
- b. Soldiers assigned to the opposing forces (OPFOR) of the combat training centers (CTC) are not considered for duty as PW, unless they have served as an O/C and have been certified as a qualified O/C.
- c. In addition to the initial criteria in paragraph 6-9, soldiers must—
 - (1) Have served 2 years at an CTC and be certified as O/C qualified at their respective center.
 - (2) Be an SSG through MSG.
 - (3) Be competitive for promotion.
- d. Project Warriors' primary assignments will be to their branch schools, but exceptions may be made on a case-by-case basis.

6-11. Active Component to Reserve Component, Full-Time Manning Advisers and Reserve Officer's Training Corps Instructors

- a. In addition to the criteria in paragraph 6-9, soldiers must—
 - (1) Be SSG or above.
 - (2) Have no less than "2" under E of physical profile.
 - (3) Be financially able to maintain their families in communities where Government support facilities, such as hospitals, exchanges, and commissaries, may not be available.
 - (4) Have family members (EFMP enrolled) free from medical limitations or conditions which require regular, continued treatment or consultation which cannot be treated at a civilian medical center and the cost offset by Civilian Health and Medical Program of the Uniformed Services (CHAMPUS) and or CHAMPUS supplemental insurance.
 - (5) Have a GT score of 100 or higher.
 - (6) Be competitive for promotion to the next higher grade as evidenced by NCOER.
 - (7) Have had an assignment to a TOE unit within the last 2 years.
 - (8) Be in possession of or be able to obtain a civilian drivers license and have no limitations preventing the operation of a military vehicle.
 - (9) If a SSG, be an BNCOC graduate.
 - (10) If a SFC, be an ANCOC graduate.
 - (11) If a SGM, be an SGM Academy course graduate, or have successfully served in positions of increased responsibility with troops.
- b. Soldiers will not be assigned consecutive tours of duty as AC to RC, FTM advisers or ROTC instructors.
- c. To the extent practicable, soldiers assigned to ROTC units will not be reassigned during the semester year and not until after advanced camp.

6-12. Uniformed Service School Instructors

- a. In addition to the initial selection criteria in paragraph 6-9, soldiers must—
 - (1) Be SSG or above, however, exceptions will be considered on a case-by-case basis to secure the best qualified instructors available.
 - (2) Possess a minimum of "1" in "S" and "2" in "E" factors of physical profile.
 - (3) Be equal in grade to the level of students that will attend the course.
 - (4) Be a graduate of the course they will instruct.
- b. When soldiers are to instruct—

(1) 91F course, they must have 3 years recent experience as a 91F and presently hold the MOS.

(2) 91G course, they must have 6 years recent experience, presently hold the MOS, and have had two different assignments in the MOS, one being a supervisory position.

c. Assignment of instructors at joint or interservice schools will be coordinated with the host service school.

6-13. Sergeant Major Academy Instructors

- a. In addition to the criteria in paragraph 6-9, soldiers must—
 - (1) Be an U.S. citizen (birth or naturalization).
 - (2) Be SFC or above.
 - (3) Possess a minimum of "1" in "S" and "2" in "E" factors of physical profile.
 - (4) Have a minimum GT score of 100.
 - (5) Be a SGM course graduate if SGM or if performing duties as a SGM course instructor, writer and/or evaluator.
 - (6) Be an ANCOES course graduate if SFC or MSG.
 - (7) Be a 1SG course graduate and have 24 months experience as a 1SG if performing as a 1SG instructor, writer and/or evaluator.
 - (8) Be a Battle Staff course graduate and have 12 months experience on a Battle Staff at battalion level or higher to perform duties as Battle Staff Course instructor, writer, and/or evaluator.
- b. Back to back instructor assignments are allowed for SGM Academy instructors.
- c. Final approval of all instructor assignments will be made by the Commandant, SGM Academy.

Chapter 7 Sergeant Major of the Army, Command Sergeants Major, and Sergeants Major

Section I Overview

7-1. Scope

a. This chapter applies to AA CSM, SGM, and soldiers who have been selected for appointment to CSM and promotion to SGM. It applies to ARNG and USAR soldiers only when they are serving on Federal active duty, other than ADT.

b. This chapter also provides policy for assignment and utilization of CSM and SGM.

7-2. Centralized management

All CSM, SGM and soldiers who have been selected for appointment to CSM and promotion to SGM will be managed by PERSCOM, CSM/SGM Office. All correspondence concerning assignment and utilization of these soldiers, to include obtaining branch clearances, will be directed to PERSCOM (TAPC-EPZ-E), Alexandria, VA 22331-0450. However, combat zone commanders may assign these soldiers without prior PERSCOM approval, provided these approvals are also reported to PERSCOM (TAPC-EPZ-E).

7-3. Sergeant Major of the Army

The Sergeant Major of the Army (SMA) is appointed by the Chief of Staff of the Army (CSA) and serves at the discretion of the SA. The SMA is normally selected by the newly appointed CSA and the normal SMA tour length is 4 years, concurrent with the tour of the CSA.

7-4. Frocking

Master sergeant (P) and command sergeants major (Designee)(D) who are assigned or branch cleared to an authorized SGM or CSM position may wear the grade of SGM or CSM (as appropriate). An MSG(P) will only be frocked to a SGM position when the interest and the image of the U.S. Army would be severely jeopardized otherwise. The number of frocked SGMs is limited to 10 percent of the approved SGM promotion list. The request must be initiated by

the 1st COL commander (or equivalent) in the soldier's current or gaining command. The soldier must also be on an approved promotion list and occupying a valid SGM position. Frocking will not be approved to provide an interim fill for the SGM or CSM position.

a. Soldiers must be a graduate of the SGM course.

b. Soldiers must not be under suspension of favorable personnel actions (AR 600-8-2).

c. There will be no orders published to authorize frocking, however, frocking may be announced informally. Because frocking is not an official promotion, no presentation ceremony is required. However, where a formal ceremony is desired figure 7-1 is the suggested format.

d. Identification cards, official records (DA Forms 2A and 2-1) will not be changed to show a frocked grade.

e. For soldiers frocked to CSM positions—

(1) The priority for fill is to assign a serving CSM or SGM CSM(D).

(2) DA Form 4873 (Certificate of Appointment to Sergeant Major)(fig 7-2) will be presented at an appropriate ceremony on the effective date of frocking.

Section II

Command Sergeant Major Management

7-5. Designation of command sergeant positions

a. Establishment of a CSM position is appropriate only if—

(1) The incumbent is to be the principal enlisted assistant to the commander in an organization with enlisted troop strength equivalent to a battalion or higher level.

(2) Commanded by an lieutenant colonel (LTC) or above.

b. The TDA equivalent to a battalion is an organization that is commanded by a LTC or higher; the commander has authority over 300 or more enlisted soldiers.

c. Enlisted soldiers under the commander's authority will include—

(1) Those authorized by TDA and MTOE of subordinate units in the official chain of command.

(2) Assigned students, transients, trainees, and patients.

7-6. Selection of command sergeant major

a. A CSM selection board will convene as required to select personnel for appointment as CSM. The zone of consideration for selection will be as announced by PERSCOM. The CSM Program is a voluntary program, therefore soldiers who meet the announced selection criteria must accept or decline consideration in writing.

b. A CSM acceptance or declination statement (fig 7-3 and 7-4, respectively) must be completed each year prior to the scheduled selection board. These statements will not be filed in the soldier's OMPF and will not be reviewed by selection board members. They will be used only for administrative purposes in assembling records of soldiers desiring consideration for CSM selection.

c. Soldiers selected for CSM will not be allowed to decline appointment unless extreme hardship or compassionate reasons are cited in the request.

d. Soldiers will not be eligible for CSM selection when they have—

(1) An approved application for retirement.

(2) Previously been removed from the CSM Program or CSM selection list, either voluntarily or involuntarily.

(3) Over 26 years of active service as of the selection board's convene date.

(4) Attained age 51 by the selection board's convene date.

(5) Executed a CSM Declination Statement by the selection board's convene date.

(6) Failed to execute a CSM Acceptance Statement by the selection board's convene date.

e. The provisions of d(3) and (4) are to ensure that all soldiers have sufficient allowable service remaining after appointment to be eligible for worldwide assignment.

f. Qualifications for selection require that soldiers possess the

highest qualities of leadership, integrity, dedication, and professionalism. Performance must demonstrate potential commensurate with duties, and requirements described in AR 611-201 for CSM.

g. The selection board will consider performance and commendatory and disciplinary data contained in the OMPF. Soldiers in the announced zone of consideration may write to the president of the board inviting attention to any matter of record on file at USAEREC that they feel is important in considering their records. Communications will be sent to the address shown in the message that announces the zone of consideration and must be received before the convening date of the board. The communication will not be acknowledged by the board. Communications addressed to the president of DA selection board are considered privileged information and are to be filed with the board proceedings. They will not be included in the soldier's OMPF. Communications from third parties, including a soldier's chain of command, are not authorized.

h. The board will select personnel to fill existing and projected vacancies for a 12-month period.

i. A selection list will be announced and will include administrative instructions for appointment of the selected soldiers.

7-7. Appointment to command sergeant major

a. Upon CSM assignment, the MSG(P) or SGM, CSM designee will be frocked or laterally appointed to CSM on the date the soldier vacates the former position en route to the CSM position, or as directed by PERSCOM.

b. SGMs will be simultaneously reclassified to PMOS 00Z5.

c. MSG(P) will be laterally appointed to CSM and reclassified to PMOS 00Z5 concurrent with promotion to SGM and with same effective date as effective date of promotion to SGM.

d. Date of rank of CSM is the same as date of rank to SGM.

7-8. Certificate of Appointment to Command Sergeant Major (DA Form 4873)

a. On directing appointment of a SGM to CSM, PERSCOM-(TAPC-EPZ-E) will forward a DA Form 4873 to the servicing MPD/PSB or local commander for presentation at an appointment ceremony. The local commander will complete the certificate with the soldier's name, date of rank to SGM and effective date of appointment to CSM. DA Form 4873 is available only at PERSCOM (TAPC-EPZ-E) and cannot be requisitioned through normal publication supply channels.

b. For the purpose of completing the DA Form 4873, the date of rank and effective date of a frocked CSM will be the same as the date the soldier is authorized to be frocked.

7-9. Assignment and utilization

CSMs will be assigned only to positions that have been designated as CSM positions. Priority of fill for CSM positions is at battalion, brigade, and finally nominative positions. CSM at battalion or brigade level should not be assigned to the next higher level unless a replacement for the battalion or brigade level can be provided within 30 days. Vacancies should exist only at brigade or higher level of command.

a. Initial entry training CSM positions should be filled with soldiers who have previously served a successful tour as a DS.

b. To improve training and readiness at battalion and brigade levels, CSM will be assigned and utilized only in battalion- and brigade-level positions which are related to their background CMF. The following flexibility is authorized.

(1) If the brigade and CSM background cannot be a pure match, a CSM with a background that is the same as other units within the brigade can be assigned. For example, an armor background CSM can be assigned as the infantry-heavy brigade CSM since the brigade consists of infantry and armor battalions.

(2) CSM positions at NCO academies, Army garrisons, and Army communities may be considered background immaterial. NCO academies at the proponent schools must be filled by CSM with background commensurate with the proponent.

(3) Substitutable specialties will be determined by proponents. Substitutions currently approved include CMF 18 (SFs)

to backgrounds the CSM previously served (Infantry, Engineer, Medical, Communications, or Intelligence); between CMF 12 (Combat Engineering) and CMF 51 (General Engineering); between CMF 67 (Aircraft Maintenance) and CMF 93 (Aviation Operations); and between CMF 96 (Military Intelligence) to CMF 98 (Signals Intelligence)(SIGINT)/Electronic Warfare (EW) Operations.

(4) As an exception, combat zone commanders will assign CSM and personnel on the selection list to or between CSM positions, however, this is not authority to appoint SGM to CSM without prior PERSCOM approval. A combat zone commander may further delegate to division and separate brigade commanders the authority to reassign CSMs. These actions will also be reported to PERSCOM(TAPC-EPZ-E).

c. Exceptions to place selected soldiers in specific assignments to broaden their experiences and knowledge will only be made by PERSCOM (TAPC-EPZ-E).

d. The three basic levels of CSM positions are battalion level, brigade or group level, and nominative positions. Units commanded by a COL that do not meet the requirement for designation as brigade or group level may request, with adequate justification, such designation.

(1) Battalion-level positions are those which CSM serves in an unit commanded by a LTC or COL.

(2) Brigade- or group-level positions are those which the CSM serves in an unit commanded by a brigadier general (BG), or commanded by a COL and has at least one subordinate unit which is authorized a CSM.

(3) Nominative positions are those which the CSM serves in a unit commanded by a major general (MG) or above.

e. Initially, CSMs will be assigned at battalion level. Based on performance, they will be considered for progression to brigade or group-level positions. After successful performance at brigade or group level, CSM may be considered for nominative positions as described below.

(1) When such a position is established or when a replacement is required due to reassignment or retirement of the incumbent, the commander will be queried to determine any special qualifications they may desire in the CSM.

(2) Once the special qualifications (or that there are none) have been established, the CMIF of all CSM available for the assignment will be reviewed to identify the best qualified.

(3) Commanders will be queried to determine if CSMs identified as best qualified are recommended for assignment. CSMs may not request that they not be considered for assignment.

(4) Best qualified CSMs, that have been recommended by their current commanders, will be nominated (copy of DA Forms 2A and 2-1 included) to the gaining commander for final selection. Normally, at least three CSMs will be nominated for each position.

f. Normally, CSMs are stabilized for 30 months, except for OCONUS areas where stabilization will not exceed normal tour length. Stabilization in CONUS units will begin on the date assigned to the installation. Stabilization may be terminated when necessary to meet priority requirements or to maintain tour equity.

g. Positions that are CONUS will be filled from OCONUS returnees, IA soldiers, and soldiers within and between commands. Assignments that are TDY in excess of 60 days will be coordinated with PERSCOM (TAPC-EPZ-E) to avoid dual assignment actions.

h. Assignments that are OCONUS will be filled from CONUS-based soldiers and soldiers within and between OCONUS commands.

(1) CMF background of CSM will be considered as the military qualification. Therefore, tour equity will be determined by CMF backgrounds, and turnaround time between OCONUS tours may vary accordingly.

(2) CSM may volunteer for foreign service or consecutive OCONUS tour (COT) under AR 614-30.

7-10. Release from Command Sergeant Major Program or Removal of Command Sergeant Major(D) from recommended list

a. Involuntary. PERSCOM and commanders may identify soldiers (by reviewing evaluation reports and other official communications) for involuntary removal from the CSM program or CSM(D) recommended list (whichever applies), when their physical status, conduct or performance is below standards set for the program.

(1) Soldiers recommended for removal will be notified, through channels, with the basis for removal and supporting documentation (if appropriate).

(2) Soldiers may submit in writing any matters in rebuttal, mitigation, or extenuation. If they elect not to submit such matters, they will so indicate in writing.

(3) Upon receipt of the soldiers' response, each commander in the chain of command will review the matters presented and include an appropriate recommendation (retain or remove), and forward the action to the removal authority. For command initiated removals, the removal authority is the first general officer exercising GCM authority. For PERSCOM initiated removals, the removal authority is the CSM/CSM(D) Advisory Board.

(4) Upon final determination of command initiated removals, a copy of all documents relating to the removal actions will be forwarded to CDR, PERSCOM (TAPC-EPZ-E). Removals initiated by PERSCOM will be forwarded through the GCM authority and when the case still warrants removal, it will be forwarded to the CSM/CSM(D) Advisory Removal Board for final determination.

(5) Soldiers will be notified in writing (through command channels) of the final determination.

(6) If soldiers are released from the CSM program for reasons outlined in AR 380-67, the commander will forward DA Form 5248-R (Report of Unfavorable Information for Security Determination) to Commander, U.S. Army Central Personnel Security Facility. A copy of DA Form 5248-R is available at the back of AR 190-56.

b. Voluntary withdrawal from CSM program. Since the CSM Program is a voluntary program, soldiers may request to voluntarily withdraw under the following conditions:

(1) Soldiers with compelling personal reasons may submit a voluntary withdrawal request at any time. Other soldiers may request voluntary withdrawal provided they—

(a) Have not been alerted for AIs.

(b) Have fulfilled OCONUS tour requirements outlined in AR 614-30, when stationed OCONUS. Effective date of withdrawal will be 1 day before departure from OCONUS command.

(c) Have completed 1 year at current CONUS station. CSM selectee that were assigned to a CSM position at the same installation where currently serving, must also complete 1 year in that position after appointment to CSM.

(2) Requests must be forwarded through command channels to CG, PERSCOM and include—

(a) Reason for withdrawal.

(b) Statement indicating soldier understands that withdrawal disqualifies them from future consideration for CSM.

(3) CG, PERSCOM will make final determination on withdrawal requests based on the needs of the Army.

Section III Sergeant Major Management

7-11. Overview

Sergeants major and soldiers selected for promotion must be managed efficiently and effectively. Soldiers' pattern of assignments will be in a variety of positions; primarily they will be within the soldiers' CMF based on proven performance and professional development. This is designed to utilize the soldiers within their areas of expertise, which will take advantage of personal interests, aptitude, and experience.

7-12. Assignment and utilization

a. Sergeants major and soldiers whose names are on a DA-approved selection list for promotion to SGM will be assigned to TOE, MTOE, and TDA positions. This is done based on unit authorizations.

b. Requirements for CONUS will be filled from OCONUS returnees, IAs, and by assigning soldiers within and between commands.

c. Requirements for OCONUS will be filled from CONUS-based soldiers and soldiers within or between OCONUS commands. SGMs may volunteer for foreign service and SGMs serving OCONUS may volunteer for consecutive OCONUS tours (COTs) (see AR 614-30).

d. SGMs serving in authorized positions will be stabilized for 24 months, however, in OCONUS areas stabilization will not involuntarily exceed normal tour length. Stabilization may be terminated to meet priority requirements or to maintain tour equity.

e. Soldiers must be eligible for and retain as a minimum a SECRET security clearance.

7-13. Nominative assignments

To determine acceptance for projected vacancies, SGMs will be nominated for assignments to presidential support activities, Office of Secretary of Defense, Office, Secretary of the Army, and Office, Joint Chiefs of Staff. No other agencies or activities will be furnished nominations for SGM. When appropriate, the losing commander will be requested to provide necessary personnel data and security forms to the gaining commander.

Section IV

Command Sergeant Major and Sergeant Major Position Tracking

7-14. Overview

a. The objective of the position tracking is to—

(1) Establish a combined reporting and requisitioning system for planning, programming, and controlling assignments of SGM and MSG(P) within the Army.

(2) Permit the most effective utilization of SGM through long-range planning according to current and projected needs of the Army.

b. Position tracking is used in lieu of submitting individual requisitions. Requirements on each report remain valid until they are either—

(1) Filled.

(2) Cancelled by the reporting agency.

(3) Replaced or changed by a later report.

c. Reports will show the reporting agency's projection for assignment and reassignment of all SGM and MSG(P) within the command. Reports will also reflect requirements for replacements to be provided by PERSCOM (TAPC-EPZ-E). Prior to any internal reassignment action, commands are required to obtain branch clearances to avoid assigning soldiers against positions that have been filled by internal adjustments.

7-15. Reporting requirements

a. Each requisitioning activity or agency that has CSM, SGM authorizations or SGM/MSG(P) soldiers assigned will report these positions and/or soldiers to PERSCOM (TAPC-EPZ-E). In the cover letter include the grade, name, and telephone number of a point of contact. Reporting agencies may also request branch clearance for proposed internal adjustments in this letter. However, a projected reassignment in the report will not serve as a request for branch clearance.

b. Reports will be submitted annually by the second Monday of the month according to the schedule below.

(1) *January*. HQDA and Joint activities and DA field operation and Defense agencies.

(2) *February*. Functional commands.

(3) *March*. OCONUS commands.

(4) *April*. FORSCOM.

(5) *May*. TRADOC.

(6) *June*. Special Management commands.

c. The report will be categorized by CSM positions (designated by the DA, DCSPER) and SGM positions as they appear on the Personnel Management Authorization Document (PMAD). The report will contain the following data.

(1) *Column a, position identification*. This column will contain—

(a) *Line number*. CSM positions begin with 001, SGM positions begin with 501 and both are numbered in sequence.

(b) *CMF background*. For CSM positions identify CMF most closely related to the mission of the organization. For SGM positions identify MOS (five characters).

(c) *UIC*. Report 2d-6th characters.

(d) *Command code*. Report the code identifying the major command of the unit.

(e) *Unit designation*. Self-explanatory.

(f) *Geographic location*. Self-explanatory.

(g) *Army Post Office (APO) or ZIP code*. Self-explanatory.

(h) *Country code or CONUS requisition area code*. As applicable (AR 680-29).

(i) *Position level*. For CSM indicate position level: Battalion-level 1, Brigade/group-level 2, and Nominative-level 3. For SGMs also indicate duty section when the position title does not adequately describe the duties.

(j) *Family travel status*. For positions OCONUS, state type of travel authorized for movement of family members and the tour length. (See AR 680-29, para 2-7.)

(2) *Column b, special requirements*. This column is used to identify special qualifications which the incumbent must possess, such as security clearances, ASI, or language codes. Also, indicate any required SIs. For CSM level 2 positions, include grade of unit commander. If grade of commander is COL, report subordinate units authorized a CSM. Indicate suitable alternative CMF qualifications for CSM positions and MOS substitutions for SGM positions. For ROTC instructor positions also include name of the school and duty station.

(3) *Column c, incumbent*. List name, grade, social security number (SSN) and DEROS(if OCONUS) of the soldier filling the position. List known gains with all their information underlined.

(4) *Remarks*. Indicate programmed internal changes by showing name, grade, SSN, DEROS, line number of current position, and effective date the change is planned. If the incumbent is to be reassigned locally, indicate position and effective date of reassignment. (Note that all programmed internal adjustments require prior branch clearances.) Include any additional information, such as voluntary or mandatory retirement dates or departure date of incumbent. Replacements will not be furnished for retirees until PERSCOM(TAPC-EPZ-E) receives a copy of the approved retirement. Also, for SGMs serving on advisor duty, indicate if they are serving in an authorized position other than grade SGM, authorized MOS, grade duty title, and unit the soldier advises.

7-16. Interim reports

Frequent changes occur in authorization documents. The reporting activity will report promptly any approved changes to CSM/SGM authorizations. For deletions, only the position number and date of report must be given. For additions, all information must be reported (para 7-15).

Headquarters

Command

City, State

15 May 1995

SUBJECT: Frocking Authority

By direction of the Department of the Army, MSG Timothy Gregory, 123-45-6789, is authorized to wear the grade of Sergeant Major effective this date, in view of his selection for promotion to the grade of Sergeant Major, United States Army.

BY ORDER OF THE SECRETARY OF THE ARMY:

APPROVING COMMANDER

SIGNATURE BLOCK

Figure 7-1. Sample of suggested frocking format



CERTIFICATE OF APPOINTMENT

TO ALL WHO SHALL SEE THESE PRESENTS, GREETING:

*Know Ye, that reposing special trust and confidence in the
patriotism, valor, fidelity and abilities of*

JAMES B. YOUNG

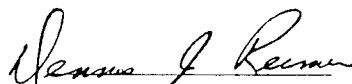
I do hereby confirm this appointment to
COMMAND SERGEANT MAJOR
in the
UNITED STATES ARMY

to rank as such from the fifteenth *day of* July
nineteen hundred and ninety-nine.

You are therefore charged to faithfully and impartially discharge the duties required by this appointment. As Command Sergeant Major, you fulfill your role in the efficient accomplishment of the unit's mission by providing advice and initiating recommendations to the commander and staff on all matters pertaining to enlisted personnel and their families. By providing counsel and guidance to noncommissioned officers and other enlisted personnel of the command, you satisfy your responsibility for the welfare of the unit's personnel. Also, as the senior noncommissioned officer in your command, you are provided a special charge to uphold military customs and traditions and to enhance the professionalism in the Noncommissioned Officer Corps and the Army by executing established policies and directives according to the Uniform Code of Military Justice.

Given this first *day of* August *in the year of*
our Lord Nineteen Hundred and ninety-nine.

BY ORDER OF THE SECRETARY OF THE ARMY:


CHIEF OF STAFF



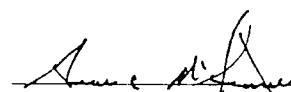

SERGEANT MAJOR OF THE ARMY

Figure 7-2 (PAGE 2). Sample of a completed DA Form 4873

I accept consideration for Command Sergeant Major (CSM) and I understand that if selected I may not decline or voluntarily withdraw from the CSM Program prior to appointment unless extreme hardship or compassionate reasons exist. I also acknowledge that consideration by this selection board for CSM will include the review of my entire Official Military Personnel File (OMPF), to include disciplinary data in my restricted fiche, if applicable. I understand that if I am selected for CSM and I am not a graduate of or a selectee for the U.S. Army Sergeants Major Academy (USASMA) (resident or non-resident course) that I will automatically be selected for resident USASMA. I understand this statement becomes an acceptance statement for attendance and I may not decline attendance except for compassionate reasons.

SIGNATURE BLOCK

Figure 7-3. Sample of acceptance statement for CSM consideration

TIMOTHY J. GREGORY, 123-45-6789

2 April 1995

I decline consideration for Command Sergeant Major (CSM) and I understand that this declination will not preclude me from being considered by subsequent boards which I remain eligible. This statement will not be seen by the promotion or selection board and will not become a part of my Official Military Personnel File (OMPF).

SIGNATURE BLOCK

Figure 7-4. Sample of declination statement for CSM consideration

Chapter 8 Assignment to Specific Type Organizations/ Activities or Duty Positions

Section I Presidential Support Activities

8-1. Scope

a. This section applies to all DA organizations that assign AA enlisted soldiers to duties involving regular or frequent contact with or access to the President or Presidential facilities, communications activities or modes of transportation. These assignments are divided into two categories:

(1) Category 1 includes soldiers assigned—

(*a.*) On a permanent or full-time basis to duties in direct support of the President, including the office staff of the Director, White House Military Office (WHMO), and all individuals under his or her control. This includes soldiers assigned to Presidential aircrew, associated maintenance and security; White House Communications Agency (WHCA); Presidential retreat; White House Transportation Agency (WHTA); Presidential mess and medical facilities; and other administrative positions at the White House.

(*b.*) On a temporary or part-time basis to duties supporting the President as selected security, transportation, flight-line safety and baggage personnel and others with similar duties.

(*c.*) To the Office of the Military Aide to the Vice President.

(2) Category 2 includes soldiers assigned to honor guards, ceremonial units, military bands that perform at presidential functions and facilities, and designated units requiring a lesser degree of access to the President or presidential support activities.

b. Certain designated positions within category 1 that are the most sensitive Presidential support activities are also identified as Category A billets.

c. Only the best qualified soldiers will be considered for nomination and assignment to Presidential support duties. Consideration will be based on a determination that their assignment is clearly consistent with optimum Presidential security.

d. A nominee will not be selected if serious derogatory information is revealed during their background review. A case may contain minor derogatory or questionable information that raises doubt if it is disqualifying, but further investigation seems inappropriate. Denial or revocation of a security clearance for access to classified information will automatically disqualify a soldier for nomination and assignment to Presidential support duties.

8-2. Qualification criteria

The soldier's initial selection criteria for Presidential support duties are as follows:

a. Must be a U.S. citizen (birth or naturalization) who is believed to be unquestionably loyal to the United States.

b. Have a record of excellent credit and conduct and outstanding job performances, past and present. Exceptionally well qualified in applicable MOS.

c. Must exhibit a high degree of maturity, discretion, and trustworthiness beyond reproach.

d. Must be diplomatic and courteous in department.

e. Must exhibit superior military bearing, neatness and manner.

f. Must meet body composition requirements in AR 600-9.

g. Have no record of arrests by civil or military authorities, or frequent involvement with law enforcement, to include traffic, agencies that clearly indicate irresponsibility or disrespect for the law.

h. Have no record of civil conviction, except for minor offenses that do not disqualify for TS clearance under AR 380-67.

i. Have no record of conviction by court-martial or time lost to be made good under 10 USC 972 during current enlistment.

j. Have no personal habit or traits of character that are questionable from a security standpoint, such as financial irresponsibility, foreign holdings or interest, heavy drinking, drug abuse, gambling, emotional, or mental instability.

k. Must be a high school graduate or GED equivalent.

l. Must have a minimum GT score of 110 (can be waived to 100).

m. Must have a minimum of "1" in "S" factor of physical profile.

n. Immediate family members must be U.S. citizens who are not subject to physical, mental, or other forms of duress by a foreign power and who do not advocate or practice acts of force or violence to prevent others from exercising their rights under the Constitution or laws of the U.S., any State or subdivision thereof. Immediate family includes spouse, offspring, living parents, siblings, or other relatives or persons to whom the soldier is closely linked by affection or obligation.

8-3. Investigative requirements

a. Soldiers must have a Single Scope Background Investigation (SSBI) completed within 12 months before selection to Presidential support activities.

b. Soldiers selected for an initial assignment to a Category A billet will also be required to complete (within 3 days of selection) a tax information disclosure form (Tax Check Waiver) and a Financial Disclosure Report. Soldiers already cleared for Presidential support duties in category 1 positions, who are nominated for Category A billets from within a support unit, will complete a Tax Check Waiver and Financial Disclosure Report as well as the expanded scope investigation check ("White House Special Background Investigations") to at least the completion date of their previous SSBI.

c. SSBI will be updated at 5-year intervals for soldiers who have been assigned continuously to Presidential support duties.

8-4. Assignment termination

a. Soldiers may apply for reassignment from Presidential support duties.

b. Soldiers may be temporarily suspended or permanently removed when they are, or appear to be unsuitable for the required duties. Permanent removal for cause will be based on information which is valid grounds for administrative, credit, character, disciplinary, or other adverse action. Unfavorable information under the purview of AR 600-37 must be resolved before permanent removal.

c. Assignment to Presidential support activities is automatically terminated when soldiers are—

(1) Reassigned on completion of normal tour of duty.

(2) No longer qualified to perform duties for medical reasons, lack of proficiency, or for cause.

d. Disqualification of soldiers for nomination or assignment to Presidential support duties is not, in itself, grounds for any further action (administrative, personnel, disciplinary, or security related). Disqualification may not necessarily be an adverse reflection on the ability or character of soldiers to perform other and non-Presidential support duties.

e. Soldiers terminated for reasons other than cause may be renominated for Presidential support duties.

8-5. White House Communications Agency

a. Soldiers assigned to the WHCA provide secure and insecure

telecommunications for the President at all times in any worldwide locale. WHCA also provides telecommunications support for the Vice President, the U.S. Secret Service, the White House Staff and other officials as designated.

b. These assignments entail OJT and continuing education on some of the most advanced telecommunications-electronics equipment in existence, extensive travel throughout the world, stabilized tours up to 6 years in the Washington, DC area, and in some positions, shift work.

c. In addition to the qualifications in paragraph 8-2, soldiers must—

(1) Have 2 years time in service, and at least 24-months time remaining in service.

(2) Have no less than "2" under E of physical profile.

d. Soldiers may volunteer or be nominated for assignments.

8-6. White House Transportation Agency

a. Soldiers assigned to the WHTA provide transportation and transportation support to the President and Presidential staff.

b. In addition to the qualifications in paragraph 8-2, soldiers must—

(1) Have less than 14 years time in service.

(2) Be SSG or above, and hold PMOS 88M.

(3) Be at least 5'8" and not more than 6'2" in height for males, and at least 5'2" and not more than 5'10" for females.

(4) Have no less than "2" under E of physical profile.

c. Soldiers may volunteer or be nominated for assignments.

8-7. First Battalion 3rd U.S. Infantry (The Old Guard) (and attached units) assignments.

a. Duties in these assignments include the security of the Nation's Capital and the Army's official ceremonial units that conduct—

(1) Military funerals in Arlington National Cemetery and National Capital Region (NCR).

(2) Parades in the Military District of Washington (MDW).

(3) Special military pageants and shows.

(4) Wreath placements at the tomb of the Unknown Soldier and John F. Kennedy grave site.

(5) Arrival and departure ceremonies at the White House and the Pentagon, hosted by the President, Vice President, Secretary of State and Defense, or the Chief of Staff of the Army.

b. In addition to qualifications in paragraph 8-2, soldiers must—

(1) Volunteer and not be in receipt of AIs.

(2) Have physical profile serial code "A," with allowance of "2" for eyes.

(3) Be able to perform ceremonial functions without glasses or with contact lenses.

(4) Have a minimum height of 5'10" and maximum height of 6'4."

(5) Have 36 months (SPC and above) or 30 months (PFC and below) time remaining in service upon arrival at assignment.

c. When soldiers' assignments are terminated, voluntarily or involuntarily, with the Old Guard (or attached units), their name, grade and SSN must be reported to the HQDA security office.

Section II

Specific Type Duty Positions

8-8. Observer/Controller at Combat Training Centers

a. Only the most highly qualified soldiers are selected to serve as Observer/Controller (O/C) at the following Combat Training Center (CTC) locations:

(1) National Training Center Operations Group, Fort Irwin, CA.

(2) Joint Readiness Training Center (JRTC), Fort Polk, LA.

(3) Combat Maneuver Training Complex (CMTC) Operations Group, APO AE 09173.

(4) Battle Command Training Program (BCTP), Fort Leavenworth, KS.

b. To serve as O/C at a CTC, soldiers must—

(1) Be in a combat arms or combat support CMF.

- (2) Be SSG or higher.
- (3) Have at least 24 months of service remaining upon assignment.
- (4) Have had an assignment to TOE unit within the last 2 years.
- (5) Have served in principle duties of PMOS within the past 2 years (4 years if completing a tour as a DS or recruiter).
- (6) Be a high school graduate or have a GED equivalent.
- (7) Be competitive for promotion to the next higher grade as evidenced by evaluation reports.
- (8) Have GT score of 110; may be waived to 100.
- (9) Meet body composition requirements in AR 600–9.
- (10) Have no restrictive physical profile (no less than “2” under E of physical profile).
- (11) Have no record of conviction by court-martial or time lost under 10 USC 972 during current enlistment or within last 3 years, whichever is longer.
- (12) Not be flagged under provisions of AR 600–8–2.
- (13) SSG(P) or SFC must have served as a platoon sergeant time or equivalent in MTOE unit.
- (14) SFC(P) or MSG must have served as a 1SG.
- (15) Be a graduate of the Battle Staff Course, or have equivalent experience for an assignment to the BCTP.
- (16) Complete the Combined Arms Training Activity (CATA)-“certification process” upon arrival at the CTC.
- c. An assignment to NTC requires primarily heavy experience while JRTC requires primarily light experience. However, both locations train and evaluate heavy/light and light/heavy rotations.
- d. Normally, soldiers are assigned as O/C for 2 years, however, they may be removed earlier if they fail to meet qualifications in b.

8–9. U.S. Military Entrance Processing Command assignments

- a. Soldiers must be highly qualified and meet the following:
 - (1) Be serving in the grade of SGT or higher unless the individual has a critical skill.
 - (2) Possess good military bearing, meet body composition requirements in AR 600–9.
 - (3) Be a high school graduate or possess a GED equivalent.
 - (4) Have excellent character and moral background.
 - (5) Have no current record of excessive indebtedness or a history of recurring indebtedness.
 - (6) Have no record of conviction by court-martial, of time lost during current enlistment, and/or nonjudicial punishment under UCMJ within the last 3 years.
 - (7) Have no record of civil convictions other than those which normally are waived to permit the soldier to enlist or reenlist.
 - (8) Be financially able to maintain their families in communities where Government support facilities, such as hospitals, exchanges, and commissaries may not be available.
 - (9) Be able to read and speak English clearly without speech impediments.
 - (10) Be in possession of or be able to obtain a civilian drivers license and have no physical limitations preventing the operation of a military sedan.
 - (11) Soldiers must have enough time remaining in service to complete the prescribed tour (3 years) or be eligible under AR 601–280 to reenlist or extend.
- b. Soldiers whose personal conduct or performance of duty warrants reassignment prior to completion of a normal tour of duty will be reported for reassignment under AR 601–270, chapter 4.

8–10. Enlisted aides on the personal staff of general officers

- a. Certain general officers (GOs) are authorized enlisted aides on their staff to perform tasks and details which, if performed by the officers, would be at the expense of their primary military and official duties. The Chief of Staff, Army, is entitled to four enlisted aides. Other GOs in Government quarters are entitled to aides based on budget constraints and requirements of each GO position.
- b. Enlisted aide duties must relate to the military and official

duties of the GO and thereby serve a necessary military purpose. The propriety of duties is determined by the official purpose they serve rather than the nature of the duties. In connection with military and official functions and duties, enlisted aides may perform the following (list not all inclusive, provided only as a guide):

- (1) Assist with care, cleanliness, and order of assigned quarters, uniforms, and military personal equipment.
- (2) Perform as point of contact (POC) in the GO’s quarters. Receive and maintain records of telephone calls, make appointments, and receive guests and visitors.
- (3) Help to plan, prepare, arrange, and conduct official social functions and activities, such as receptions, parties and dinners.
- (4) Help to purchase, prepare and serve food and beverages in the GO’s quarters.
- (5) Perform tasks that aid the officer in accomplishing military and official responsibilities, to include performing errands for the officer, providing security for the quarters, and providing administrative assistance.

c. Normally, enlisted aides hold PMOS 92G, however, soldiers with other PMOS may be assigned if requested by the GO.

d. Soldiers may volunteer for enlisted aide duty at anytime, and will remain in the pool of available soldiers, provided they meet the following prerequisites:

- (1) Possess a current food-handler’s certificate (or be qualified for a certificate).
- (2) Be a graduate of the food service specialist course, or have like experience. Volunteers who have attended a culinary institute for 6 months or longer, even if a nongraduate, will be considered as having a civilian-acquired skill in MOS 92G.
- (3) Have at least 12 months of active service remaining.
- (4) Have a GT score of 90 or higher in aptitude area OF(operator and food).
- (5) Possess or be able to obtain a driving permit.
- (6) Have no information on record that may preclude a favorable SSBI. Must receive a favorable SSBI before assignment.

e. Enlisted aides serving on the GO’s staff may be reassigned with the GO provided—

- (1) The GO so desires.
 - (2) The enlisted aide is authorized in the new assignment.
 - (3) PERSCOM’s clearance is obtained.
- f. Enlisted aides assignment OCONUS and return to CONUS may be made without regard to OCONUS tour limitations. However, enlisted aides must voluntarily waive entitlements in AR 614–30.
- g. There is no formal training for the Enlisted Aide Program. However, soldiers holding PMOS 92G will be awarded ASI “Z5,” otherwise the ASI will be displayed as DMOS.
- h. Soldiers may voluntarily withdraw from duty as an enlisted aide at anytime. They may also be involuntarily removed and will have ASI “Z5” withdrawn.

8–11. Inspector General positions

a. Soldiers SSG(P) through SGM are nominated, or may volunteer, and must be accepted by The Inspector General (IG) for IG duty positions.

b. To qualify, soldiers must—

- (1) Not be on AIs.
- (2) Be a high school graduate, or have GED equivalency.
- (3) Have 36 months service remaining, or be eligible to extend or reenlist (AR 601–280).
- (4) Not have previously served in an IG position. Repetitive IG tours are not authorized.
- (5) Possess mature judgment and initiative.
- (6) Be diplomatic and courteous.
- (7) Display good military bearing and neatness.
- (8) Be a citizen of the U.S. (birth or naturalization).
- (9) Have demonstrated ability or potential to serve in positions of increasing responsibility.
- (10) Have excellent character, good moral background, and emotional stability.
- (11) Have no record of punishment under Article 15, UCMJ, no

record of conviction by court-martial, or time lost during current enlistment.

(12) Have no record of civil conviction, except for minor offenses.

(13) Meet body composition requirements in AR 600-9.

(14) Have minimum profile serial code "B" and minimum of "1" in "S" factor of physical profile.

c. Soldiers assigned to IG duty positions must first attend the Department of Army Inspector General (DAIG) Orientation Course conducted by the U.S. Army Inspector General Agency (USAIGA) at Fort Belvoir, VA.

d. Normally, soldiers are stabilized for 36 months in IG duty positions. However, soldiers assigned locally to fill IG duty positions are stabilized for 24 months, unless they are released for cause or physical reasons. Soldiers' stabilization may be extended. Periods of stabilization may not be shortened without the approval of The Inspector General.

Section III

Drill Sergeant Program

8-12. Scope

a. Soldiers may volunteer or be involuntarily selected for Drill Sergeant (DS) duty. Since the DS is the primary representative of the Army during the formative weeks of an enlistee's training only the most professionally qualified soldiers will be assigned to DS duty. DSs are authorized only for the specific purpose of training—

(1) Recreates in the reception stations.

(2) Soldiers undergoing initial entry training.

(3) DS candidates at DS schools.

(4) Soldiers undergoing English as a second language training at the Defense Language Institute English Language Center (DLIELC), Lackland AFB, TX.

(5) Soldiers undergoing physical readiness training at authorized fitness training units.

b. AA and USAR soldiers from all career fields will be considered for selection and assignment into the program.

c. On declaration of general war or full mobilization, provisions of this section remain unchanged.

8-13. Drill sergeant candidate prerequisites

a. Drill sergeant candidates are AA and USAR soldiers who—

(1) Expend Government funds in compliance with AA and USAR DS school/assignment orders.

(2) Have reported to DS school, but were already assigned to the DS school installation when selected for the DS Program.

b. Drill sergeant candidates must meet the following prerequisites:

(1) Be physically fit (minimum profile guide is 111221), meet body composition requirements in AR 600-9, and be able to pass the APFT (no substitution of events) upon arrival at DS school.

(2) Be 36 years old or less. However, volunteers may be 37 years or older provided they have the appropriate medical clearance (AR 40-501) at time of the request. Medical clearance should state that soldier is medically cleared for DS duty.

(3) Have no record of emotional instability as determined by screening of health records and clinical evaluation by competent medical officer.

(4) Have no speech impediment.

(5) Be a high school graduate or possess the GED equivalent.

(6) Display good military bearing.

(7) Have demonstrated leadership ability during previous tours of duty, and have demonstrated capability to perform in positions of increasing responsibilities as Senior NCO in the Army, as reflected on the NCOERs.

(8) Have had no court-martial convictions.

(9) Have no record of disciplinary action or time lost under 10 USC 972 or letter of reprimand filed in OMPF during current enlistment, or in last 3 years, whichever is longer. Does not include Article 15 directed for filing in the restricted portion of the OMPF.

(10) Active Army soldiers may not have received EB or SRB for current service obligation if PMOS is not among those authorized for DS positions.

(11) Have a minimum GT score of 100.

(12) Be SSG through SFC (not applicable to USAR soldiers).

(13) Have a minimum of 4 years continuous active Federal service.

(14) Have a commander's evaluation by a commander in the rank of LTC or higher. Commander will personally interview the soldier (this may not be delegated) and ensure soldier meet prerequisites. Commanders will consider the "whole soldier" when making their recommendation. Input should include, but is not limited to, demonstrated leadership ability and potential; physical fitness; character/integrity; the soldier's ability to perform in stressful situations; any incidents of abuse which the chain of command is aware of. All negative evaluations must include a full explanation.

(15) Have a thorough background screening conducted by PERSCOM.

c. U.S. Army Reserve soldiers may have the following waived:

(1) Noncommissioned Education System requirement.

(2) Time in service requirement reduced to 3 years.

(3) Rank to CPL. (However, to attend AA DS school, soldiers must be Prior Service Training Candidate appointed as an acting SGT (AR 140-158).)

8-14. Qualification criteria

a. Soldiers stationed OCONUS may submit application no earlier than 14 months and no later than 10 months prior to their DEROS.

(1) A curtailment of OCONUS tour for the sole purpose of entry in the DS Program will not be granted.

(2) Soldiers selected, and in receipt of AI, for the DS Program will not be extended OCONUS.

b. Soldiers based OCONUS must complete at least 36 months at their current installation prior to submitting an application. However, as an exception, soldiers may submit an application earlier when they are assigned to an installation where DS positions are authorized.

c. Soldiers must successfully complete DS school prior to performing DS duties.

(1) Soldiers based CONUS who are located at installations without a DS school will attend school in a TDY and return status.

(2) Soldiers located at installations where a DS school is located will be attached to the school for training.

(3) Soldiers returning from OCONUS will be assigned to the installation where they will be a DS. Soldiers will attend school in a TDY and return status, unless a DS school exists at the installation.

d. DS candidates will be administered an urinalysis test within 3 days of reporting to DS school.

8-15. Drill sergeant tour of duty

a. Upon successful completion of DS school, soldiers will—

(1) Be awarded SQI "X."

(2) Be eligible for SDAP.

(3) Incur a 24-month obligation for DS duty. Soldiers must take appropriate action to meet the length of service requirement prior to attending school (AR 601-280).

b. Active Army drill sergeants will be stabilized for 24 months with an option to extend, on a one-time basis, for an additional 6 to 12 months. (The stabilized tour will begin the month the soldier reports to the DS position and will terminate the last calendar day of the same month, 2 years later.) However, the DS tour will not exceed 36 months.

c. Active Army soldiers will serve only one tour as a DS.

d. Reassignment after a tour of DS duty—

(1) Outside of the soldier's PMOS/CPMOS is prohibited.

(2) To a short tour (dependent restricted) OCONUS area is prohibited, unless soldier volunteers for such assignment.

(3) For soldiers who extend their tour to 36 months will be reassigned to the OCONUS location of their choice, provided a valid requirement exists. (Actual reassignment date is subject to PCS constraints.)

e. Active Army drill sergeants who are selected for promotion to MSG will continue to serve in authorized DS positions until the last day of the month prior to the promotion. AA DS candidates who have already started or graduated from DS school when selected for promotion to MSG will continue to comply with DS AIs. (They also will remain a DS until the last day of the month prior to promotion to MSG.)

f. Drill sergeant school graduates in the grade of CPL, assigned to USAR units, will be considered drill corporals until attaining the grade of SGT. They will not be authorized to wear the DS distinguishing accessories (hat or badge), or to perform as DS until promoted to SGT. (The drill corporal will follow the Drill Corporal Program per TRADOC Regulation 350-16.)

8-16. Removal from the Drill Sergeant Program

a. Soldiers may be removed from the DS Program (candidate status or in DS position, as appropriate) for the following reasons:

(1) Arriving unqualified soldiers that do not meet the course prerequisites, to include body composition requirements in AR 600-9.

(2) Failure to pass the APFT (AR 350-41).

(3) Academic failure.

(4) Temporary medical reasons that will prevent soldiers from completing the course in the specified time (TRADOC Reg 350-16).

(5) Administrative (emergency leave and so forth).

(6) Failure to maintain high standards of military appearance, military courtesy, bearing, conduct and/or professionalism. Includes soldiers who don't comply with body composition requirements in AR 600-9 and who test positive for drugs.

(7) Infractions of training policies or violations of the UCMJ.

(8) Lack of proper motivation, provided individual counseling has been unsuccessful. Includes failure to enter or complete DS school due to deficiencies in motivation.

(9) Medical reasons when condition prevent soldiers from performing DS duties, to include pregnancy.

(10) Hardship or family problems that prevent soldiers from performing DS duties.

b. When a serious incident occurs that requires an investigation, the DS will be suspended from assigned duties and have SDAP suspended, pending completion of the investigation. Mere occurrence of an incident or the conduct of an investigation is not intended to be a basis for removal from the program. Decisions on removal must be based on the circumstances or the completed investigation. Reports of removal are not required if soldiers are cleared and returned to DS duty. (Soldiers who are pending removal or who are temporarily suspended from duties pending completion of investigation will be counted in total (assigned) DS strength.) However, when AA soldiers are removed from the DS Program, they will—

(1) Be removed from the school or unit.

(2) Be assigned other duties at the installation (if possible).

(3) Have their SDAP terminated.

(4) Have SQI "X" removed for reasons listed in paragraph a(6) through (9), except if removed for pregnancy.

c. DA Form 1059 (Service School Academic Evaluation Report) will be completed for soldiers, excluding those who were unqualified upon arrival, removed from DS school. The names of soldiers who were unqualified upon arrival at DS school will be reported, in writing, to PERSCOM (TAPC-EPK-ID). Soldiers removed for—

(1) Academic failure may reapply for DS school after meeting the training objectives outlined in DA Form 1059.

(2) Reasons listed in paragraph a(4) or (5) will normally be rescheduled for a later DS class.

d. Soldiers removed from the DS Program for pregnancy will receive AIs to report back to DS duties or school, as applicable; normally 6 months after anticipated delivery, unless soldier had completed 12 months or more of DS status when removed.

e. Removal packets are required when soldiers are removed from

the DS Program for reasons listed in paragraph a(2), (6) through (10). As a minimum include—

(1) Letter of intent to remove.

(2) Soldier's acknowledgment statement required by AR 600-37, or a statement by removal authority stating why it's not included.

(3) Soldier's rebuttal statement, if provided.

(4) All chain of command correspondence/endorsements.

(5) Approval endorsement must be signed by approval, authority and cite removal paragraph and reason.

(6) Justification — copies of formal counseling, Article 15, Court Martial orders, permanent physical profiles (when pregnancy is reason include expected delivery date), as applicable.

(7) Copy of orders revoking SQI "X" (when applicable).

f. Soldiers removed from the DS Program for reasons listed in paragraph a(6) through (8) and (9) when medical profile is permanent, are not eligible for reentry in the program.

g. When a soldier is removed from the DS Program for reasons in AR 380-67, DA Form 5248-R will be forwarded to U.S. Army Central Personnel Security Clearance Facility.

Section IV

First Sergeant Positions

8-17. Scope

The most highly qualified and motivated senior soldiers must be selected and assigned to 1SG positions. Moreover, these assignments are career enhancing and serve as professional development for soldiers in a CMF where 1SG opportunities are available.

8-18. Eligibility

Soldiers in the grade of SFC through MSG will be assigned as 1SGs based on the following:

a. Outstanding qualities of leadership.

b. Dedication to duty.

c. Integrity and moral character.

d. Professionalism.

e. MOS proficiency.

f. Appearance and military bearing.

g. Physical fitness.

8-19. Criteria

a. All requisition authorities in CONUS/OCONUS are required to identify 1SG positions with the appropriate SQI identifier of "M."

b. Initial entry training 1SG positions should be filled with soldiers who have previously served a successful tour as a DS.

c. When possible, the 1SG will possess the PMOS of the authorized duty position, particularly in TOE company-level organizations. Soldiers will only be assigned outside their PMOS or CMF as an exception, and with prior approval from PERSCOM. These soldiers must possess SQI "M" and be the only qualified soldier available to fill the vacancy.

d. The installation or division commander may reassign a soldier within their command to fill a 1SG position, provided the soldier is not in receipt of AIs. Prior approval from PERSCOM is required. PERSCOM will consider requests for deletion from AIs in exceptional cases.

e. Selection priorities of soldiers for assignment to 1SG positions are outlined below. Exceptions may be made when the commander deems it essential to mission accomplishment.

(1) MSGs who possess the proper PMOS and have been awarded the SQI "M."

(2) MSGs who do not possess the SQI "M" but possess the proper PMOS and are considered by local commanders to have 1SG potential.

(3) MSGs who possess the SQI "M" and a PMOS in the CMF appropriate to the type unit.

(4) MSGs who do not possess the SQI "M" but possess a PMOS in the CMFs appropriate to the type unit and are considered by local commanders to have 1SG potential.

(5) MSGs who possess the SQI "M" but do not possess PMOS/CMF appropriate to the type unit.

(6) As an interim measure, until a MSG who meets the above priorities can be assigned the following apply:

(a) SFC(P) who possess the proper PMOS and have been awarded the SQI "M."

(b) SFC(P) who do not possess the SQI "M" but possess the proper PMOS and are considered by local commanders to have 1SG potential.

(c) SFC who possess the proper PMOS and have been awarded the SQI "M."

f. Soldiers will be stabilized as 1SG for 24 months (AR 614-5), except that OCONUS stabilization will not involuntarily exceed normal tour length. The period of stabilization will not be adjusted because of reassignment from one 1SG position to another at the same station. Clearance from PERSCOM(TAPC-EPC-O) will be obtained before stabilizing a soldier in a 1SG position immediately after completing a stabilized tour in another duty position located at the same station as the 1SG position.

g. Repetitive assignments to 1SG duty will be based on—

(1) Needs of the Army.

(2) Soldier's performance as 1SG.

(3) Soldier's desires and professional development needs.

8-20. Awarding special qualification identifiers "M"

a. The award of the SQI "M" will be made based on the criteria in AR 611-201, table 5-1. Approval authority for award of the SQI "M" will remain with the soldier's battalion commander (or equivalent), and the PSB will publish orders awarding the SQI.

b. As an exception, soldiers in short tour areas may be awarded the SQI "M" by the first GO in the chain of command after 180 days successful completion of 1SG duty. Soldiers awarded the SQI "M" for 1SG duty in short tour areas, who are not school trained, should attend the FSC prior to the next assignment as 1SG.

c. Soldiers serving less than 180 days as a 1SG in a short tour area will be treated as a first-time 1SG upon reassignment, and all regulatory requirements must be met regarding attendance at FSC prior to future 1SG assignments.

8-21. Required training

a. All AA first time 1SGs will attend the resident FSC conducted at the USASMA prior to assumption of duties.

b. All soldiers selected to fill 1SG positions in CONUS and OCONUS (long tour) will attend FSC. In the event emergency requirements preclude sending a soldier to FSC prior to assuming 1SG duties, the soldier must attend FSC within 6 months of assuming 1SG duties. Waiver authority for this deferred school attendance is delegated to the first GO in the soldier's chain of command. This waiver authority applies to CONUS as well as OCONUS commands.

c. Short tour areas, while not exempt from the first time 1SG policy, will be given considerable latitude in complying with the policy for those 1SG positions affected by a tour of 13 months or less. Soldiers who are on short tours of 13 months or less and who are not school trained when selected to fill a valid 1SG position will not be required to attend FSC while in the short tour area. However, if these soldiers are awarded SQI "M" (as an exception), they may be sent to the FSC—

(1) TDY en route to their next assignment.

(2) TDY and return prior to their next 1SG assignment.

8-22. Lateral appointments to first sergeant

a. Commanders (LTC and above) may authorize qualified soldiers in the grade of MSG to be laterally appointed to fill 1SG positions within their command.

b. The lateral appointment may be announced using an Informal Memorandum. The effective date will be the date the soldier assumes the 1SG duties. The date of rank will remain unchanged.

8-23. Frocking of sergeant first class (P) to first sergeant

a. SFC(P) who are assigned to an authorized 1SG position may wear the grade of 1SG.

b. Commanders (LTC and above) may authorize and approve frocking of SFC(P) to be assigned as 1SGs within their command.

c. Frocking will not be approved to provide an interim fill for a 1SG position.

d. Frocking will not be accomplished until assumption of duties as a 1SG.

e. Identification cards, official records (DA Forms 2A and 2-1) will not be changed to show a frocked grade.

f. Frocking may be announced by using an Informal Memorandum.

g. Soldiers who have been frocked as 1SG, subsequently promoted to MSG, and reassigned will retain the grade of 1SG or be laterally appointed to MSG.

8-24. Withdrawal of special qualification identifier "M"

a. Withdrawal of SQI "M," under all circumstances, is an administrative action only. It is not to be used as a disciplinary measure nor as a means to replace proper disciplinary action.

b. SQI "M" will be withdrawn when soldiers are promoted to SGM or are no longer fully qualified to serve as 1SGs. Withdrawal may be initiated by the soldier, the soldier's commander or PERSCOM.

(1) Soldiers who feel they are no longer qualified to serve as 1SG may submit the withdrawal request through their immediate commander to the battalion commander (or equivalent) for approval or disapproval. Based on the needs of the Army, these soldiers may be required to complete their current or scheduled 1SG assignment.

(2) When the soldier's commander deems the soldier not fully qualified as a 1SG, they may submit a withdrawal request to the battalion commander for approval or disapproval. Prior to forwarding the withdrawal request, the initiating commander will advise the soldier and afford him or her the opportunity to submit matters in rebuttal, extenuation, or mitigation.

(3) When a review of the soldier's OMPF and other official correspondence reveals that the soldier's demonstrated performance, proficiency, physical standards, or other criteria are below that expected of a 1SG, PERSCOM will submit a withdrawal request to the soldier's installation commander for chain of command consideration. The immediate commander will advise the soldier so he or she may submit matters in rebuttal, extenuation, or mitigation.

c. When SQI "M" has been withdrawn from the MOS of a soldier currently performing duties as 1SG, the commander will reassign the soldier to a position the soldier is qualified. If no position is available within the command, report the soldier IA (para 3-16).

d. When a soldier is released from 1SG duties for reasons outlined in AR 380-67, the commander will forward DA Form 5248-R to Commander, U.S. Army Central Clearance Facility.

Chapter 9 Miscellaneous-Type Assignments

Section I Homebase and Advance Assignment Program

9-1. Scope

a. The Home and Advance Assignment Program (HAAP) is designed to reduce PCS costs and the number of moves by soldiers and their families. The two types of assignments in the HAAP are—

(1) Homebase assignment. Soldiers are projected to return to the installation where they were stationed prior to completing a dependent-restricted 12-month OCONUS short-tour.

(2) Advance assignment. Soldiers are projected to return to a different installation than they were stationed prior to completing a dependent restricted 12-month OCONUS short-tour.

b. Participation in the HAAP is optional. However, the soldier's desire not to participate in the HAAP will be indicated in their PCS orders.

9-2. Criteria

a. Active Army soldiers, SGT through MSG (except MSG(P)), are eligible to participate in the HAAP when they are issued AIs to a dependent restricted 12-month OCONUS short-tour area. Soldiers who voluntarily elect to serve the 12-month "all others" tour when assigned to an accompanied tour area are not eligible for the HAAP.

(1) SPC(P) and CPL(P) promoted prior to departure from the duty station are eligible for the HAAP. (However, the PSC must submit a written request for the HAAP.)

(2) Soldiers promoted to SGT after arrival in the short-tour area are not eligible for the HAAP.

b. Primary determining factors for the HAAP are—

(1) The needs of the Army.

(2) Professional development considerations.

(3) Least cost factors.

(4) Assignment choice.

c. Hawaii and Alaska residents may be provided a homebase or advance assignment to their respective states. All others will not be given a homebase or advance assignment in Hawaii or Alaska without their consent.

d. Eligible soldiers stationed in an OCONUS accompanied long tour, who volunteer for an intertheater transfer, will be notified in advance of their projected homebase or advance assignment.

e. Soldiers with SQI "P" (parachutist) are provided a homebase or advance assignment to installations authorized parachutists, unless the installation is overstrength parachutist.

f. The homebase or advanced assignment may be changed or canceled due to changing needs of the Army (authorizations), or because the soldier—

(1) Declined to participate in the HAAP.

(2) Participated in HAAP but executed entitlements contrary to the intent of the program.

(3) Extended their FST for any length of time.

(4) Was selected to attend the SGM course.

(5) Was selected for promotion to SGM while serving on a dependent-restricted 12-month short tour.

g. Soldiers who participated in the HAAP may also request a change of homebase or advance assignment. Each request will be considered on a case-by-case basis.

h. When soldiers' homebase or advance assignment has been changed or canceled, they are authorized to use any of the unexecuted entitlements.

Section II

Assignment of choice for MACOM NCO of the Year

9-3. Objective

To provide an incentive for improved career management, a MACOM NCO of the Year will be given his or her choice of available assignments.

9-4. Criteria

a. Soldiers selected as MACOM NCOs of the Year will be given their choice of assignment, provided valid requisitions exist, and they meet applicable statutory and regulatory provisions. When soldiers have received AIs prior to being selected, and the AIs are not to their choice of location, the AIs will be deleted.

b. When no choice is made, because no valid requisitions exist or other reasons, the soldier's CMIF will be suspended. Every reasonable effort will be made to assist soldiers in obtaining their selected choice of assignment.

Section III

Special Assignments

9-5. Scope

Special assignments include special management command, joint and HQDA and PERSCOM assignments that have special missions, and require personnel with specific qualifications. This section establishes policies for assignments to the following agencies:

a. International and OCONUS Joint HQ, U.S. Military Missions, Military Assistance Advisory Groups (MAAGs), Joint U.S. Military Advisory Groups (JUSMAG) and similar activities.

b. U.S. Central Command.

c. HQDA and PERSCOM.

d. U.S. Disciplinary Barracks.

e. U.S. Army Intelligence and Security Command (INSCOM).

f. Office of the Assistant Chief of Staff for Intelligence, and field activities.

g. Defense Courier Service.

h. U.S. Criminal Investigation Command.

i. U.S. Transportation Command (USTRANSCOM).

9-6. General selection criteria

Soldiers may volunteer or be nominated provided the following criteria are met:

a. Be a high school graduate or GED equivalent.

b. Be a U.S. citizen (birth or naturalization) who is believed to be unquestionably loyal to the United States.

c. Have or be able to obtain applicable security clearance that is required for the position.

d. Have no record of conviction by court-martial or time lost to be made good under 10 USC 972 during current enlistment or last 3 years, whichever is longer.

e. Have no record of civil conviction, except for minor offenses that do not disqualify for TS clearance under AR 380-67.

f. Have no personal habits or character traits that are questionable from a security standpoint, including financial irresponsibility, foreign holdings or interest, heavy drinking, drug abuse, gambling, emotional, or mental instability. (Do not include soldiers who are declared rehabilitation successes under the ADAPCP.)

g. Must have a minimum GT score of 100.

h. Must meet body composition requirements in AR 600-9.

i. Have 36 months time remaining in service upon arrival at assignment, unless designated OCONUS tour is less.

9-7. Waivers

Requests or recommendations for waivers of assignment criteria will only be considered for the following:

a. Time lost to be made good under 10 USC 972.

b. Education level.

c. General technical aptitude area score. (Not applicable to Allied Command Europe (ACE) assignments.)

d. Not possessing the requisite grade. (Not applicable to ACE assignments.)

e. Active Federal service time.

f. TOS and retainability.

9-8. International and OCONUS Joint HQ, U.S. Military Missions, MAAGs, JUSMAG and similar activities

In addition to the criteria in paragraph 9-6—

a. Soldiers may volunteer whether OCONUS or in CONUS, unless they are alerted or on orders for an OCONUS assignment. Soldiers who apply under a specific PERSCOM announced volunteer program must also meet the qualifications prescribed for that program. If selected, they will be considered as IA for assignment.

b. Soldiers undergoing AIT training may volunteer provided AIs have not been received. Normally, AIT soldiers will be selected only to fill administrative, clerical, and signal communication requirements. (Not applicable to ACE assignments.)

c. Foreign service assignment policies prescribed in AR 614-30 will be followed.

d. If language training is required, assignment is contingent on successful completion of the course. Soldiers selected for assignment to positions in military missions, advisory groups, or similar activities that require limited working foreign language proficiency or better must attend either of the following:

(1) The Defense Language Institute Foreign Language Center (DLIFLC).

(2) Other institution designated by DLIFLC for initial or refresher language training.

e. Soldiers (SSG and above) selected for these assignments must attend the Security Assistance Management Course, conducted at the Defense Institute for Security Management, Wright Patterson Air Force Base, Ohio. (Not applicable to ACE assignments.)

f. Medical facilities are limited at most military missions, advisory groups, and similar activities. Therefore, family members, as well as the applicants must be medically qualified to reside in the country of assignment. Within 90 days of departure date, family members must undergo a medical examination of sufficient scope to ensure that they meet the medical fitness standards for the area (AR 40–501, chap 5). Conditions or limitations that might reasonably be expected to require medical care during the normal tour of duty will be remedied before departure.

g. All security investigations must be updated within the last 5 years.

9–9. U.S. Central Command

In addition to the criteria in paragraph 9–6, soldiers—

a. Must have no record in MPRJ of punishment under article 15 of UCMJ during current enlistment or last 3 years, whichever is longer.

b. Must have served a minimum of 2 years on active duty.

9–10. U.S. Army Intelligence and Security Command

In addition to the criteria in paragraph 9–6, soldiers assigned to U.S. Army Intelligence and Security Command (INSCOM) normally require TS clearances under AR 380–67. If new investigations are required, commanders will submit requests for investigations within 21 days of receipt of AIs.

9–11. Defense Courier Service

In addition to the criteria in paragraph 9–6, soldiers—

a. Must possess a TS security clearance under AR 380–67, with SSBI not older than 4 years and 9 months prior to departing current duty stations.

b. Must be physically qualified for frequent aerial flights and meet minimum (class 3) flight medical standards A. Type B medical examination will be completed.

c. Must qualify with available service revolver (9mm, .45 cal, .38 cal, and so forth) with results posted to personnel records.

9–12. U.S. Transportation Command

In addition to the criteria in paragraph 9–6, soldiers—

a. Must have no record in MPRJ of punishment under Article 15 UCMJ during current enlistment or last 3 years, whichever is longer.

b. Must have served a minimum of 2 years on active duty.

Section IV

Nominative Assignments

9–13. Scope

Stringent screening processes exist to ensure only the most highly qualified soldiers are selected for nominative positions at the following agencies—

a. Office, Secretary of Defense (OSD).

b. Joint Staff (JS).

c. Defense Commissary Agency (DECA).

d. Defense Finance and Accounting Service (DFAS).

e. Defense Information Systems Agency (DISA).

f. Defense Nuclear Agency (DNA).

g. Defense Logistics Agency (DLA).

h. Defense Intelligence Agency (DIA).

i. Defense Mapping Agency (DMA).

j. On-Site Inspection Agency (OSIA).

k. Uniformed Services University of Health Sciences (USUHS).

l. U.S. Delegation NATO Military Committee (USDELNMC).

m. Immediate Offices—Office, Secretary of the Army (OSA).

n. Office, Army Chief of Staff (OCSA).

9–14. Overview

a. All personnel actions pertaining to nominative assignments are processed by PERSCOM (TAPC–EPS–S).

b. The normal tour of duty for these assignments is 3–4 years, unless otherwise specified by the individual agency.

c. Soldiers assigned to these agencies are contact replacements, requested by the appropriate agency approximately 9–12 months in advance of the incumbent's scheduled rotation date.

9–15. Selection criteria

Soldiers may volunteer or be nominated provided the following criteria are met:

a. Be a high school graduate or GED equivalent.

b. Have physical profile serial code “A,” with allowance of “2” for eyes.

c. Be a U.S. citizen (birth or naturalization) who is believed to be unquestionably loyal to the United States.

d. Have or be able to obtain applicable security clearance that is required for the position.

e. Have no record of conviction by court-martial or time lost to be made good under 10 USC 972 during current enlistment or last 3 years, whichever is longer.

f. Have no record of civil conviction, except for minor offenses that do not disqualify for TS clearance under AR 380–67.

g. Have no personal habits or character traits that are questionable from a security standpoint, including financial irresponsibility, foreign holdings or interest, heavy drinking, drug abuse, gambling, emotional, or mental instability, or so forth. Do not include soldiers who are declared rehabilitation successes under the ADAPCP.

h. Must have a minimum GT score of 100.

i. Must meet body composition requirements in AR 600–9.

j. Have 36 months time remaining in service upon arrival at assignment.

Appendix A References

Section I Required Publications

AR 40-501

Standards of Medical Fitness.(Cited in paras 5-4, 5-5, 8-13 and 9-8.)

AR 50-5

Nuclear Surety. (Cited in table 3-2.)

AR 50-6

Chemical Surety. (Cited in para 6-5 and table 3-2.)

AR 55-46

Travel Overseas. (Cited in para 5-16.)

AR 190-56

The Army Civilian Police and Security Guard Program. (Cited in para 7-10)

AR 350-41

Training in Units. (Cited in para 8-16.)

AR 351-1

Individual Military Education and Training. (Cited in paras 4-3, 4-8, and 6-9.)

AR 380-67

The Department of the Army Personnel Security Program. (Cited in paras 6-3, 6-9,7-10, 8-2, 8-16, 8-24, 9-6,9-10, 9-11 and 9-15.)

AR 600-8-2

Suspension of Favorable Personnel Actions (Flags). (Cited in paras 5-4, 5-5, 6-4,6-5, 6-6, 7-4, 8-8, 8-16 and table 3-1.)

AR 600-8-10

Leaves and Passes. (Cited in paras 1-6 and 4-5.)

AR 600-8-11

Reassignment. (Cited in paras 1-7, 1-9 and 5-9.)

AR 600-8-14

Identification Cards, Tags, and Badges. (Cited in paras 5-9 and 5-10.)

AR 600-8-104

Military Personnel Information Management/Records. (Cited in paras 3-4, 3-14,3-21, 4-5, 4-7, 5-5 and 5-6.)

AR 600-8-105

Military Orders. (Cited in paragraph 3-21*d*)

AR 600-9

The Army Weight Control Program.(Cited in paras 4-3, 8-2, 8-8, 8-9,8-11, 8-13, 8-16, 9-6 and 9-15.)

AR 600-20

Army Command Policy. (Cited in paras 1-4 and 5-16.)

AR 600-37

Unfavorable Information. (Cited in para 8-4.)

AR 600-43

Conscientious Objection. (Cited in para 3-13.)

AR 600-85

Alcohol and Drug Abuse Prevention and Control Program. (Cited in table 3-1.)

AR 601-210

Regular Army and Army Reserve Enlistment Program. (Cited in paras 3-19, 6-6 and table 3-2.)

AR 601-270

Military Entrance Processing Stations (MEPS). (Cited in para 8-9.)

AR 601-280

Army Retention Program. (Cited in paras 3-2, 3-11, 3-19, 4-1, 4-6,5-4, 8-11, 8-15 and table 3-2.)

AR 608-75

Exceptional Family Member Program.(Cited in para 1-5.)

AR 611-6

Army Linguist Management. (Cited in paras 3-14 and 6-3.)

AR 611-201

Enlisted Career Management Fields and Military Occupational Specialty. (Cited in paras 3-11,3-14, 3-17, 3-19, 4-3, 6-3, 6-4, 6-6, 7-6, 8-20 and table 3-2.)

AR 612-201

Processing, Control, and Distribution of Personnel at US Army Reception Battalions and Training Centers. (Cited in para 1-1 and table 3-2.)

AR 614-5

Stabilization of Tours. (Cited in paras 1-1, 3-9, 8-19 and table 3-1.)

AR 614-30

Overseas Service. (Cited in paras 1-1, 5-16, 7-9, 7-10, 7-12, 8-10 and 9-8.)

AR 630-10

Absence Without Leave, Desertion, and Administration of Personnel Involved in Civilian Court Proceedings. (Cited in table 3-2.)

AR 635-40

Physical Evaluation for Retention, Retirement, or Separation. (Cited in para 4-1.)

AR 635-200

Enlisted Personnel. (Cited in paras 3-19, 4-6, 5-4, 5-5, 5-7 and table 3-1.)

AR 680-29

Military Personnel—Organization and Type of Transaction Codes. (Cited in para 3-3, 3-21 and 7-15.)

DA Pam 351-4

U.S. Army Formal Schools Catalog. (Cited in paras 2-8, 3-14, 3-18,4-3, 4-5, 5-4, 5-5, 6-5 and 6-6.)

DA Pam 600-8-2

Standard Installation/Division Personnel System (SIDPERS) Personnel Service Center Level Procedures. (Cited in paras 3-9 and 3-14.)

Section II

Related Publications

A related publication is a source of additional information. The user does not need to read it to understand this regulation.

AR 37-100

Account/Code Structure.

AR 37-104-4

Military Pay and Allowance Procedures—Active Component

AR 140-158

Enlisted Personnel Classification, Promotion, and Reduction.

AR 190-47

The Army Corrections System.

AR 700-84

Issue and Sale of Personal Clothing.

TRADOC Regulation 350-16

Drill Sergeant Program (DSP) This publication may be obtained from:Commander, U.S. Army Training and Doctrine Command, Fort Monroe, VA 23651-5000.

Section III**Prescribed Forms****DA Form 3739**

Application for Compassionate Actions. (Prescribed in para 5-9a.)

DA Form 4873

Certificate of Appointment to Sergeant Major. (Prescribed in para 7-4.)

Section IV**Referenced Forms****DA Form 2A**

Personnel Qualification Record—Part I

DA Form 2-1

Personnel Qualification Record—Part II

DA Form 11-2-R

Management Control Evaluation Certificate Statement

DA Form 1059

Service School Academic Evaluation Report

DA Form 2446

Request for Orders

DA Form 4187

Personnel Action

DA Form 5248-R

Report of Unfavorable Information for Security Determination

Appendix B**E-mail Addresses****B-1. E-mail capability**

E-mail addresses are provided as a convenient means of sending correspondence for those with automation capabilities.

B-2. PERSCOM

The address for PERSCOM is

“userid@hoffman-emh1.army.mil.”

For offices in EPMD the “userid” is the office symbol, unless otherwise indicated below:

a. CSM/SGM Office	EPCSMMSGM
b. Combat Arms Division	EPCAD
c. Infantry Branch	EPINF
d. Special Forces Branch	EPSF
e. Air Defense Artillery Branch	EPADA
f. Field Artillery Branch	EPFA
g. Armor Branch	EPAR

- h. Combat Support Division
- i. Engineer Branch
- j. Military Police Branch
- k. Military Intelligence Branch
- l. Language Branch
- m. Signal Branch
- n. Aviation Branch
- o. Transportation Branch
- p. Combat Service Support Division
- q. Adjutant General Branch
- r. Ordnance Branch
- s. Quartermaster/Chemical Branch
- t. Health Services Branch

- EPCSD
- EPENGR
- EPMP
- EPINTEL
- EPLANG
- EPSIG
- EPAVN
- EPTRANS
- EPCSSD
- EPAG
- EPORD
- EPOMC
- EPHS

B-3. Pentagon

The address for the PENTAGON is

“userid@pentagon-hqdadss.army.mil.”

Appendix C**Management Control Evaluation Checklist****C-1. Function**

The function covered by this checklist is Special Duty Assignment Pay (SDAP), AR 614-200.

C-2. Purpose

The purpose of this checklist is to assist MACOM and installation managers in evaluating their key management controls. It is not intended to cover all controls.

C-3. Instructions

Answers must be based on the actual testing of key management controls such as document analysis, direct observation, interviewing, sampling, and simulation. Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These management controls must be evaluated at least once a year. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2-R (Management Control Evaluation Certification Statement). (The DA Form 11-2-R is locally reproducible and is located at the back of this publication.)

C-4. Test questions

- a. Are soldiers on active duty for more than 180-days and entitled to basic pay?
- b. Does soldiers hold a pay grade of Private First Class or higher?
- c. Are soldiers assigned to an authorized special duty assignment position and performing the duties?
- d. Are soldiers receiving correct rate of pay for their category?
- e. Are orders issued to state, terminate, and reinstate SDAP?
- f. Is a monthly review conducted to ensure that only fully qualified soldiers are awarded SDAP?
- g. Are standing operating procedures established and maintained?

C-5. Supersession

This checklist replaces any checklist for Event Cycle 4 of the Strength Management published.

C-6. Comments

Help make this a better tool for evaluating management controls. Submit comments to COMMANDER, PERSCOM(TAPC-EPC-O), 2461 EISENHOWER AVENUE, ALEXANDRIA VA 22331-0455.

Glossary

Section I Abbreviations

AA Active Army	ASA (M&RA) Assistant Secretary of Army (Manpower & Reserve Affairs)	COHORT cohesion, operational readiness and training
ABCP Army Band Career Program	ASI additional skill identifier	COL Colonel
AC to RC Active Component to Reserve Component	APOE Aerial port of embarkment	CONAP CONUS are of preference
ACCP Army Correspondence Course Program	AUTODIN automatic digital network	CONUS continental United States
ACE Allied Command Europe	AWOL Absent without leave	COT consecutive overseas tour
ACT Automatic Control of Trainees	BASD basic active service date	CPL corporal
ACASP Army Civilian Acquired Skill Program	BCTP Battle Command Training Program	CPMOS career progression military occupational specialty
ACCP Army Correspondence Course Program	BEAR Bonus Extension and Retraining Program	CSA Chief of Staff of the Army
ADAPCP Alcohol and Drug Abuse Prevention and Control Program	BG brigadier general	CSM Command Sergeant Major
ADT active duty for training	BMLC Basic Military Language Course	CSM(D) Command Sergeant Major (Designee)
AE active enlisted	BNCOC Basic NCO Course	CTC combat training centers
AEA assignment eligibility and availability	BT basic training	DA Department of the Army
AI assignment instruction	CA Combat Arms	DAIG DA Inspector General
AIT advanced individual training	CASP Civilian Acquired Skills Program	DCPC direct combat position coding
ALO authorized level of organization	CATA Combined Arms Training Activity	DCSINT Deputy Chief of Staff for Intelligence
AMEDD Army Medical Department	CCF U.S. Army Central Personnel Security Clearance Facility	DCSLOG Deputy Chief of Staff for Logistics
AMOS additional military occupational specialty	CDR commander	DCSPER Deputy Chief of Staff for Personnel
ANCOC Advanced Noncommissioned Officer Course	CG Commanding General	DCSS Declination of Continued Service Statement
ARNGUS Army National Guard of the United States	CHAMPUS Civilian Health and Medical Program of the Uniformed Services	DECA Defense Commissary Agency
APFT Army Physical Fitness Test	CMF career management field	DEP Delayed Entry Program
AR Army regulation	CMIF career management individual file	DEROS date eligible for return from overseas
ARMR Army Readiness and Mobilization Regions	CMTC Combat Maneuver Training Complex	DFAS Defense Finance and Accounting Service
	CNGB Chief, National Guard Bureau	DIA Defense Intelligence Agency
		DIS defense investigation code

DISA
Defense Information Systems Agency

DLA
Defense Logistics Agency

DLI
Defense Language Institute

DLIELC
Defense Language Institute English Language Center

DLIFLC
Defense Language Institute Foreign Language Center

DMA
Defense Mapping Agency

DMOS
duty MOS

DNA
Defense Nuclear Agency

DOD
Department of Defense

DPLI
Deployment Indicator

DS
Drill Sergeant

DSN
Defense Switched Network

EB
enlistment bonus

EDAS
Enlisted Distribution and Assignment System

EDTM
Enlisted Distribution Target Model

EFMP
Exceptional Family Member Program

ENTNAC
Entrance National Agency Check

EOA
Equal Opportunity Advisor

EOD
explosive ordnance disposal

EPMD
Enlisted Personnel Management Directorate

EPMS
Enlisted Personnel Management System

ETS
expiration term of service

EUSA
Eighth U.S. Army

EW
Electronic Warfare

FCP
Family Care Plan

ISG
first sergeant

FORSCOM
U.S. Army Forces Command

FSC
First Sergeant Course

FST
foreign service tour

FTM
full-time manning

GCM
general court-martial

GCMCA
general court-martial convening authority

GED
general education development

GO
general officer

GT
define

HAAP
Homebase and Advance Assignment Program

HQ
Headquarters

HQDA
Headquarters, Department of the Army

HSSA
define

IA
Immediately available

IET
initial entry training

IG
inspector general

INSCOM
US Army Intelligence and Security Command

JD
joint domicile

JFTR
Joint Federal Travel Regulation

JRTC
Joint Readiness Training Center

JS
joint services

JUSMAG
Joint U.S. Military Advisory Groups

LGL
language grade level

LIC
language identification code

LOI
letter of instruction

LTC
lieutenant colonel

MAAG
Military Assistance Advisory Group

MACOM
major Army command

MACP
Married Army Couples Program

MDW
Military District of Washington

MECCAP
Middle Enlisted Cryptologic Career Advancement Program

MEPS
military entrance processing station

MESAP
Military ELINT Signals Analyst Program

MG
Major General

MINSAP
Military Intern Sigint Analyst Program

MOS
military occupational specialty

MOSC
MOS code

MOSLS
MOS Level System

MPD/PSB
Military Personnel Division/Personnel Service Battalion

MPRJ
Military Personnel Records Jacket

MPTAO
military personnel and transportation assistance officer

MSG
master sergeant

MTOE
modification table of organization and equipment

NAC National Agency Check	PFC private first class	SFQC SF Qualification Course
NCO noncommissioned officer	PLDC Primary Leadership Development Course	SGM sergeant major
NCOER NCO Evaluation Report	PMAD Personnel Manning Authorization Document	SGT sergeant
NCOES NCO Education System	PMOS primary MOS	SI special instructions
NCR National Capital Region	PRS Package Replacement System	SIDPERS Standard Installation/Division Personnel System
NET new equipment training	PSB Personnel Service Battalion	SIGINT Signals Intelligence
NTC National Training Center	PV1 private	SIMOS space imbalanced MOS
O/C Observer/Controller	PV2 private E2	SL skill level
OCONUS outside continental United States	PW prisoner of war/Project Warriors	SMOS secondary MOS
OCSA Office, Army Chief of Staff	RA regular Army	SOJT supervised on-the-job training
OEIP Overseas Extension Incentive Program	RC Reserve component	SPC specialist
OJE on-the-job experience	RCN reenlistment control number	SQI skill qualification identifier
OJT on-the-job training	RCP retention control point	SRB selective reenlistment bonus
OMPF Official Military Personnel File	REQDB Requisition Data Base	SSBI Single Scope Background Investigation
OPFOR opposition force	RGL reading grade level	SSG staff sergeant
ORGDB Organizational Data Base	ROTC Reserve Officer's Training Corps	SSN social security number
ORSAP overseas area of preference	SA Secretary of the Army	STATDB Statistical Data Base
OSD Office, Secretary of Defense	SBI special background investigation	TAPDB Total Army Personnel Data Base
OSIA On-Site Inspection Agency	SCI special compartmental information	TAT turn around time
PAM Pamphlet	SD special duty	TDA table of distribution and allowances
PCS permanent change of station	SDAP special duty assignment pay	TDPFO TDY pending further orders
PDIP Program Development Incremental Package	SF Special Forces	TDY temporary duty
PERDB Personnel Data Base	SFAS SF Assessment and Selection Course	TE technical escort
PERSCOM U.S. Total Army Personnel Command	SFC sergeant first class	TEC training extension course

TOS time-on-station	USUHS Uniformed Services University of Health Sciences	Career management field Grouping of related MOSs that provides logical progression to SGM.
TRADOC U.S. Army Training and Doctrine Command	VA Veterans Affairs	Career personnel Enlisted members of the Regular Army who have completed 3 or more years of active Federal military service.
TS TOP SECRET	VET Voluntary Early Transition	Centrally managed personnel Soldiers in pay grades SSG through SGM for whom PERSCOM exercises centralized management controls. These controls include assignment, promotion (with exceptions of grade SSG), reclassification, education, qualification, and evaluation.
UCMJ Uniform Code of Military Justice	VRB variable reenlistment bonus	Classification in MOS An initial award of primary or secondary MOS by the classification authority.
UIC unit identification code	VSI/SSB Voluntary Separation Incentive/Special Separation Benefits	Continuous active duty Active Federal service in any of the Armed Forces of the United States, without a break in service of more than 90-days. Does not include ADT.
UMS Unit Manning System	WHCA White House Communication Agency	Duty MOS MOS that identifies authorized manning table positions soldiers are assigned and performing duty; or the MOS of the duty the soldier is performing if not assigned to an authorized manning table position.
USAEREC U.S. Army Enlisted Records and Evaluation Center	WHMO White House Military Office	Enlisted Personnel Management System Total process enlisted personnel are professionally developed to satisfy force structure authorizations (for example, accessing, recruiting, training, assigning, promoting, rotating, professional developing, transferring, discharging, reenlisting, and retiring military personnel).
USAIGA U.S. Army Inspector General Agency	WHTA White House Transportation Agency	First term Enlisted member of the Army on an initial enlistment.
USAJFKSWC U.S. Army John F. Kennedy Special Warfare Center	WOAC Warrant Officer Advanced Course	Frocking A process where soldiers are authorized to wear the insignia of a higher grade so their grade title is commensurate with their duty position, although no pay or allowances are authorized in the higher grade.
USAMEDCOM U.S. Army Medical Command	WOBC Warrant Officer Basic Course	New equipment training Service school courses or OJT, directed by a major commander or higher authority, based on a change in unit mission or equipment.
USAR U.S. Army Reserve	Section II Terms	On-the-job experience Serving in the PMOS in a duty position authorized at current or higher grade.
USAREC U.S. Army Recruiting Command	Active duty Full time duty of 1-day or more in the active military service of the United States, in qualifying for promotion consideration. Does not include inactive duty training or retirement points.	On-the-job training Training where soldiers learn through actual working under competent supervision under an approved planned program.
USAREUR U.S. Army, Europe	Additional MOS Awarded MOS, other than primary or secondary MOS.	Personnel management Actions taken by PERSCOM enlisted career
USARPAC U.S. Army, Pacific	Additional skill identifier Identifier of specialized skills that are closely related to and in addition to those required by the MOS.	
USARSO U.S. Army, South	Announcement of Proficiency Pay/Selective Reenlistment Bonus MOS DA Circular that announces designator and rate of proficiency pay, award and termination date, selective reenlistment bonus multiplier, and enlistment bonus rate.	
USASAM U.S. Army School of Aviation Medicine	Assignment Personnel placement action to satisfy a valid military manpower requirement.	
USASMA U.S. Army Sergeants Major Academy	Awarded MOSC MOS that includes skill level character that identifies capability of a soldier to perform duties required at current or higher grade. (Classification authority will record it on DA Form 2 and DA Form 2-1.)	
USASMC U.S. Army Sergeants Major Course		
USC United States Code		
USDELNMC U.S. Delegation NATO Military Committee		
USMEPCOM U.S. Military Entrance Processing Command		
USTRANSCOM U.S. Transportation Command		
USR Unit Status Report		

divisions to identify, select for training, assign, and manage soldiers in various programs. Management tools used to accomplish these actions include the CMIF and related documents for SGT and above.

Primary MOS

Awarded MOS that is most important to the Army in terms of training, experience, demonstrated qualifications, and Army needs.

Reclassification authority

Level of command or activity designated by PERSCOM to change an PMOS or SMOS, or to withdraw any AMOS.

Reclassification MOS

Action by a reclassification authority, with or without board action, that results in a change of AMOS.

Secondary MOS

AMOS in a specialty different from PMOS. Second in importance of the Army when evaluated in training, experience, demonstrated qualifications, and the Army's needs.

Special duty

Performance of duty with an organization other than assigned, while continuing to be administered and accounted for by the unit of assignment.

Special duty assignment pay

Additional monthly amount of pay awarded to soldiers performing designated special duty.

Volunteer

Soldiers who on their own will write, through proper channels, to PERSCOM expressing a desire for specific designated duty.

Section III**Special Abbreviations and Terms**

There are no entries in this section.

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MANAGEMENT CONTROL EVALUATION CERTIFICATION STATEMENT For use of this form, see AR 11-2; the proponent agency is ASA(FM).		1. REGULATION NUMBER
		2. DATE OF REGULATION
3. ASSESSABLE UNIT		
4. FUNCTION		
5. METHOD OF EVALUATION <i>(Check one)</i>		
a. CHECKLIST		b. ALTERNATIVE METHOD <i>(Indicate method)</i>
APPENDIX <i>(Enter appropriate letter)</i>		
6. EVALUATION CONDUCTED BY		
a. NAME <i>(Last, First, MI)</i>		b. DATE OF EVALUATION
7. REMARKS <i>(Continue on reverse or use additional sheets of plain paper)</i>		
8. CERTIFICATION		
I certify that the key management controls in this function have been evaluated in accordance with provisions of AR 11-2, Management Control . I also certify that corrective action has been initiated to resolve any deficiencies detected. These deficiencies and corrective actions <i>(if any)</i> are described above or in attached documentation. This certification statement and any supporting documentation will be retained on file subject to audit/inspection until superseded by a subsequent management control evaluation.		
a. ACCESSABLE UNIT MANAGER		
(1) TYPED NAME AND TITLE		b. DATE CERTIFIED
(2) SIGNATURE		

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